



# **JOB HANDBOOK**

**WIM 2010**

**ABERDEEN**

**SAT 3RD APRIL – SUN 11TH APRIL 2010**

[www.rev.org.uk](http://www.rev.org.uk)

[wim@rev.org.uk](mailto:wim@rev.org.uk)

# Welcome to WiM 2010!

“Revelation Rock-Gospel Choirs” is a network of choirs based in student institutions of higher education across the UK.

One of the Values of Rev is that it is run by the group for the group. What this means is that WiM doesn't happen by magic or by outside help. Your help is needed to make our National event happen this Easter!

This year WiM is taking place in Aberdeen between Sat 3rd April and Sun 11<sup>th</sup> April 2010, with the concert on Saturday 10<sup>th</sup>.

Please read on to learn about how you could help out this WiM. Most of the jobs can be done by anyone, but some of the jobs require you to have been to WiM before. This is because of the unique nature of an event like WiM, so for some of the bigger jobs you have to know how WiM works from personal experience to fulfill the role.

In an exciting return to the original WiM format, in 2010 we will form one fantastic choir with everyone contributing to what is certain to be a massive sound. The week will be structured around sectional rehearsals (S, A, T, B) and full-choir rehearsals, so there will be plenty of time to learn the full programme for our concert on the Saturday evening.

There will be plenty of activities throughout the week. As well as singing there will be workshops and plenty of socials including the chance to see Sound of Music at the theatre. There will be busking to advertise the concert and splinter groups. Splinter groups are a chance to produce something for the concert with a small group. There will be the usual Dance, Drama and Concert Decoration splinters. By popular demand this year there will be a Sign Language splinter. There will also be a Production splinter, an exciting chance to get involved and support the Media and Production teams.

We have an absolutely amazing venue this year, with plenty of space to rehearse, meet together and chill out. Also this year there is a study space (including access to computers) available for those need it, so don't let exams or assignments put you off applying for a WiM job.

Read the job descriptions carefully and get applying. I look forward to working with you!

Muchos Haribo  
Jo (WiM-Co)



# WiM Team Application Form



Name: \_\_\_\_\_

Email address: \_\_\_\_\_

Mobile no: \_\_\_\_\_

Choir: \_\_\_\_\_

Have you been to WiM before? (*circle*) Yes No

Job applying for: \_\_\_\_\_

NB Admin/Treasurer and Sponsorship should be applied for and in place by Dec 20th 2009.

Please explain why you would be good in this role, citing any relevant experience you may already have. (*continue on reverse if need more space*)

If you do a job on the WiM team, it really helps both you and your team if you can attend Pre-WiM. This will be going ahead in Aberdeen on the weekend of 19-21 February 2010.

Do you think you would be able to make it? [ ] Yes / [ ] No

If yes, tick days you will be able to make: [ ] Friday [ ] Saturday [ ] Sunday

Send this application form to:

Diane Suttar, Flat 8, Cwrt Heol Casnewydd, 184 Newport Road, Cardiff, CF24 1DX

Please ensure your application arrives no later than **Friday 8th January 2010**

**You will be informed about the position applied for by Monday 11th January 2010.**

If you have any questions, please contact Jo on [wim@rev.org.uk](mailto:wim@rev.org.uk)

If you're interested in doing any of the jobs listed, please fill out an application form online at [www.rev.org.uk](http://www.rev.org.uk) or email the information to [wim@rev.org.uk](mailto:wim@rev.org.uk). If you prefer to apply by post, please print off an application form from the website (or copy/ fill in the one in this booklet) and return your application to the following address:

Diane Suttar (National Co-ordinator)

Flat 8

Cwrt Heol Casnewydd

184 Newport Road

Cardiff

CF24 1DX

Please ensure your application arrives no later than

**Friday 8th January 2010**

If you have any questions, please contact Jo on

**[wim@rev.org.uk](mailto:wim@rev.org.uk)**

**REMEMBER Pre-WIM**

**19-21 February 2010**

Get ready for a weekend of training and preparation for the team of this year's main event!

**\*\*Never let your location affect your decision – if travelling is too expensive, either your choir or National funds can support you\*\***

# Revelation Aims and Values

## Aims:

- To be a Christian based rock-gospel choir incorporating other performing arts.
- To create a choir where people can build friendships, draw out hidden abilities and be accepted for who and what they are.
- To develop this concept throughout student institutions of higher education worldwide.

## Values:

- Everyone in Revelation has an equal role to play and is loved and accepted as such.
- Performances/concerts are a means to an end, not an end in themselves.
- There are no pre-requisites to joining Revelation.
- Revelation is run by the group for the group.
- Freedom of choice is respected at all times.
- We are all beautiful people loved by God and each other.

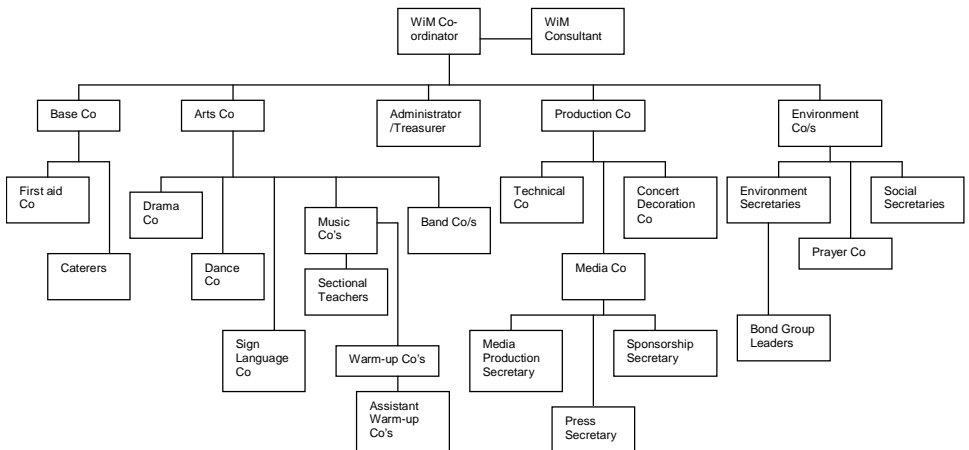
## Colossians 3 v 12-14

“Therefore, as God’s chosen people, holy and dearly loved, clothe yourselves with compassion, kindness, gentleness and patience. Bear with each other and forgive whatever grievances you may have against one another. Forgive as the Lord forgave you. And over all these virtues put on love, which binds them all together in perfect unity.”

# Introduction to the Jobs

All the different jobs relate to each other and interact, but to make things flow more easily, they are split into appropriate teams that will need to work particularly closely, meeting together during the week. The jobs are listed in this booklet in their teams but further details of the different teams and how they work will be explained at the pre-WiM weekend (for details see last page).

The diagram below should make it easier to understand how the jobs all relate. Unlike most organisations, this diagram is not related to power, but to accountability and support. The WiM Consultant will provide support and advice to the whole team.



So, now you know what the jobs are, please read on to find out exactly what is involved in each of the jobs. If you'd like to apply for any of the jobs please ask your National Representative for an application form, apply online **or** e-mail the WiM Co (see back page for details). If you would like to be a first aider for the event you can let the WC know now or mark it on your WiM application. You will not need to attend pre-WiM but you will have a level of responsibility during the week.

# WiM jobs summary

## Leadership team:

- Administrator/Treasurer – finances and attendance records
- Base Co-ordinator – smooth running of venue
- Arts Co-ordinator – looks after music, band, dance and drama
- Production Co-ordinator – media team, technical and decoration
- Environment Co-ordinator – environment and social secretaries

## Logistics Team:

- First Aid Co-ordinator – ensure First Aid cover
- Caterers (x4) – make sure we eat well on a budget!

## Arts Team:

- Music Co-ordinator (x2) – oversee teaching of songs to choir
- Sectional Teachers – help teach songs to choir in sections
- Band Co-ordinator (x2) – organise band for concert
- Warm up Co-ordinator (x2) – organise warm-ups for each choir
- Assistant Warm-up Co-ordinators – help organise warm-ups
- Dance Co-ordinator (possible x2) – organise dance for concert
- Drama Co-ordinator (possible x2) – organise drama for concert
- Sign Language Co-ordinator – organise Sign Language for concert

## Production Team:

- Technical Co-ordinator – organise sound, lights and staging
- Concert Decoration Co-ordinator – organise venue decorations
- Media Co-ordinator – support the media team
- Media Production Secretary – organise t-shirts, posters and flyers
- Sponsorship Secretary – co-ordinate sponsorship/fundraising
- Press Secretary – organise press and radio advertising

## Environment Team:

- Environment Secretaries – make sure people are happy!
- Social Secretary (x2) – organise socials
- Bond Group Leaders (At least x 8) – lead bond groups
- Prayer Coordinator - organise prayer meetings and grace

## WiM LEADERSHIP TEAM

Responsible for overseeing all that is going on and is lead by the WiM Co-ordinator. Meets on a regular basis with the WiM Consultant to make sure things are going as they should. Includes the Arts Co-ordinator, Environment Co-ordinator, Base Co-ordinator, Production Co-ordinator and Administrator/Treasurer.

### **WiM CO-ORDINATOR** (Must have previous WiM experience)

- Responsible for the pastoral care of the WiM Leadership Team.
- Receives and processes all staff job applications, and allocates staff jobs in conjunction with the WiM Consultant.
- Responsible for organising internal and external workshops.
- Oversees the general activities of the week, not getting drawn into the details.
- Is an encouraging, people-orientated person who is able to make (or support others in making) a tough people-related decision.
- Chairs leadership team meetings throughout the week and ensure team members know time and place in advance.
- Is the visible face of the WiM leadership team and acts accordingly throughout WiM.

**Responsible for** WiM Leadership Team

**Accountable to** WiM Leadership Team & the WiM Consultant.

**This position is applied for and successful applicant chosen by choir representatives at Forum. This year the WiM Coordinator is Jo Ridpath.**

### **WiM CONSULTANT** (Must be current National Co-ordinator)

- Oversee the general activities of the week, and support the WiM Co-ordinator before and throughout the week.
- Allocate staff jobs in conjunction with WiM Co-ordinator

**Accountable to** WiM Co-ordinator

### **ADMINISTRATOR/ TREASURER**

- Responsible for receiving and processing all applications forms and job applications.
- Responsible for producing a register for the week as well as preferences sheets for t-shirt size, splinter groups, venue list, allergy/ food issues etc. and responsible for passing these onto the appropriate person, being aware of Data Protection regulations.
- Responsible for opening the WiM 2010 account records and closing within a suitable time frame.
- Responsible for setting the budget for the week in close consultation with the WiM team.
- Responsible for paying in all monies received and issuing cheques once receipts & expenses form has been handed in. (NC and National Finance Admin are signatories.)
- Responsible for keeping an up-to-date record of the finances which must always be available.

**Accountable to** WiM Co-ordinator

This position should be applied for and in place by mid-December to allow for setting up of accounts and budgeting.

## ENVIRONMENT TEAM

Responsible for the atmosphere of the week and the attitude of all involved.

### **ENVIRONMENT CO-ORDINATOR/S** (Must have previous WiM experience)

- Responsible for making sure the week keeps its Revelation focus, as a 'social week working towards a concert'.
- Needs to be totally focused on the Aims and Values – making sure they are brought to life throughout the event.
- Needs to be level-headed and has to keep an overall view of the week.
- Needs to be loving, caring, focused, open and an easy person to talk to.
- Responsible for ensuring the Environment Secretaries are where they should be.
- With help from the Environment Secretaries, responsible for ensuring that there is material for the Bond Groups to use in every session, which has to be prepared in advance (some preparation time will be allocated at the Pre-WiM weekend)
- Responsible for assigning Bond Groups (with help from the WiM Co and WiM Consultant)

**Responsible for** Environment Secretaries, Social Secretaries and Prayer Coordinator

**Accountable to** WiM Co-ordinator

### **SOCIAL SECRETARIES** (x2)

- Responsible for organising and fronting social events on designated evenings.
- Responsible for organising a "getting to know you" game for the first day of WiM.
- Responsible for paper plate production & presentation and arranging the after-show party.

**Accountable to** WiM Co-ordinator

**ENVIRONMENT SECRETARIES** (As evenly balanced as possible – half male, half female, half Christian, half non-Christian and half should have previous WiM experience)

- Responsible for heading up their assigned Bond Group leaders.
- Must be 'in the choir' and splinter groups to gauge the mood of the members.
- Needs to be a person with a passion for seeing the Aims and Values fulfilled, and ensuring that everyone is enjoying the week

**Responsible for** Bond Group leaders

**Accountable to** Environment Co

### **BOND GROUP LEADERS**

- Responsible for leading one bond group session a day (6-10 people).
- Responsible for ensuring everyone in their group feels a part of the week, encouraging people to mix and get involved in the week's various activities inc. silly games and caberet
- Ensure that everyone in your bond group has a "guardian angel"

**Responsible for** your Bond Group

**Accountable to** your designated Environment Secretary

### **PRAYER CO-ORDINATOR**

- Responsible for ensuring the prayer meetings happen every day, in different forms or places as seen fit.
- Responsible for ensuring grace is said before lunch and dinner.
- To creatively ensure a prayer space/area within the chill out and/or quiet room.

**Accountable to** Environment Co-ordinator

## ARTS TEAM

The Music and Performing arts teams are lead by the Arts Co-ordinator. The Production Co-ordinator and Arts Co-ordinator must work in partnership. The Production Co-ordinator is concerned with logistics and detail, whilst the Arts Co-ordinator is concerned with creativity and the WiM vision.

### **ARTS CO-ORDINATOR** (Must have previous experience at WiM)

- Responsible for enthusing and motivating the music, band, dance and drama co-ordinators, making sure that they don't over work themselves.
- Needs to have the big picture of all the arts and steer all the effort, energy and creativity towards one common goal.
- Must keep focused on a) Aims and Values, and b) the concert.
- Needs to be a level-headed, loving, caring, focused and open person who is easy to talk to, able to communicate well and inspire others.

**Responsible for** Music, Band, Dance, Drama and Sign Language Co-ordinators.

**Accountable to** WiM Co-ordinator.

### **MUSIC CO-ORDINATORS** (x2) (Must have previous WiM experience)

- Responsible for ensuring that all the songs are arranged and have a teacher/conductor before the week itself.
- Responsible for making sure 2 songs are available to teach at pre-WiM, and a further 2 songs are available to teach on the first Saturday of WiM.
- Timetabling choir rehearsal schedules & ensuring all songs are learnt in their allocated time, liaising with and supporting the Sectional Teachers.
- Responsible for chairing the soloists' meetings.
- Motivating and enthusing the choir and conductors alike.
- Ensuring that all song arrangements and band parts are passed onto the National Musical Resources Advisor at the end of the event.

**Responsible for** the choir, Warm-up Co-ordinators

**Accountable to** Arts Co

### **BAND CO-ORDINATOR/S**

- Responsible for timetabling band rehearsals, finding out who plays what and allocating players for each song.
- Ensuring all required equipment arrives in time for the start of the week (drum kits, amps etc)
- Responsible for ensuring all band parts are arranged before the week.

**Responsible for** the band

**Accountable to** Arts Co

### **WARM-UP CO-ORDINATORS** (X2)

- Responsible for ensuring that the choir is both physically and vocally warmed up at the start of every rehearsal.
- Responsible for co-ordinating and organising busking to advertise the concert.
- Needs to encourage new people to have a go, giving a guiding hand and coaching where needed.

**Accountable to** Music Co-ordinators

## **ASSISTANT WARM –UP CO-ORDINATORS**

- Responsible for assisting with the smooth running of warm-ups during sectional rehearsals

**Accountable to** Warm-up Co-ordinator

## **SECTIONAL TEACHERS**

As we are having one choir, some rehearsal time will be in choir sections. Therefore each conductor will work with sectional teachers in order to ensure their song is taught to all sections simultaneously. There is no limit to the amount of Sectional Teacher positions.

- Will work with the Conductor/Teacher of their song between Pre-WiM and WiM in order to know the part they will be teaching
- Can be people that haven't done a lot of teaching before as there will be support available at all times
- Will teach their own part to a song to their section as far as possible
- Will be supported by the Music Co's and their team throughout rehearsals

**Responsible to** Music Co

## **DRAMA CO-ORDINATOR**

- Lead the group in creating and developing a drama that is relevant to the theme of the week.
- Are aware that members may have not done drama before and give equal opportunity to all, drawing out hidden talents and inspiring people to use drama at choir level post-WiM.
- Organise games and exercises that bond the group, especially in the first session.

**Responsible for** Drama splinter group

**Accountable to** Arts Co

## **DANCE CO-ORDINATOR**

- Lead the group in creating and developing a dance that is relevant to the theme of the week.
- Are aware that members may have not done dance before and give equal opportunity to all, drawing out hidden talents and inspiring people to use dance at choir level post-WiM.
- Organise games and exercises that bond the group especially in the first session.
- Help (when asked) with choir movement during songs (grooving/actions)

**Responsible for** Dance splinter group

**Accountable to** Arts Co

## **SIGN LANGUAGE CO-ORDINATOR**

In response to popular demand we intend to run a sign language splinter group. This position is for the leader of that splinter group.

- Will have working knowledge of British Sign Language and be able to interpret several songs in order to teach them to the group
- Will take an interest in promoting Deaf Awareness within the group
- Will facilitate the performance of signed songs in the performance on Saturday night
- Needs to have good communication skills and the ability to impart knowledge efficiently.

**Responsible for** Sign language splinter group

**Accountable to** Arts Co

## LOGISTICS TEAM

This team is responsible for day-to-day running (what, where, why, when....).

### **BASE CO-ORDINATOR** (Must have previous WiM experience)

- Responsible for the security and smooth running of the venue, overseeing room allocation, timetabling in close consultation with the venue staff and ensuring the venue is kept in a tidy state during the week.
- Responsible for locating and arranging the use of local showers.
- Responsible for announcing timetable /notices during the week.
- Responsible for ensuring health and safety in the venue, including making sure people sign themselves in and out of the venue.
- Undertake reasonable risk assessments of all venues being used and activities that are going to take place.
- Delegate to ensure the venue is cleaned thoroughly on the last day.

**Responsible for** Caterers and First Aid Co-ordinators

**Accountable to** WiM Co-ordinator

### **FIRST AID CO-ORDINATOR** (must have current First Aid qualification, e.g. FAW)

- Ensure a fully stocked First Aid kit is accessible at each location.
- Ensure that all First Aiders are aware of directions to the nearest A&E, and that clear directions are posted on all exits.
- Ensure First Aid cover and designated drivers are available at all times.
- Ensure that every participant has completed a medical form, that a hard copy is printed and stored in an accessible folder, being aware of privacy and Data Protection issues.
- Co-ordinate the re-stocking of the First Aid kits as and when required.

### **CATERERS** (preferably x4)

- Plan menu for the week within a tight budget provided by the Administrator/Treasurer
- Responsible for co-ordinating the buying, preparation and serving of food and general state of the kitchen, maintaining Health and Safety regulations.
- Direct the bond group on cooking and washing up duties.
- At least half of the caterers must have some experience of catering for large amounts of people within a tight budget.
- It may not be possible to sing in all the choir rehearsals due to their workload (depending on how many caterers are recruited), hence this is an ideal post for friends, family of Revvers or ex-Revvers. The caterers will not have to pay to attend WiM.

**All of the Logistics Team are accountable to the Base Co-ordinator**

## **MEDIA TEAM**

### **MEDIA CO-ORDINATOR** (Must have previous WiM experience)

- Responsible for enthusing and motivating the media team before and during the week.
- Needs to be good at delegating.
- Must ensure necessary equipment is available on the week (PCs etc.).
- Needs to work with the team in advance of the week to maximise publicity potential (local media, preparing publicity for busking etc.).
- Responsible for ensuring the T-shirts are designed (see media production secretary) and ordered in time for the week.
- Needs to be aware of budget restrictions and maximise revenue from programme advertising/sponsorship.
- Needs to pass on all designs created by team to the Resources and Media Co for CD production (this includes programme, T-shirt and poster designs.)
- Will facilitate the Production Splinter Group in conjunction with the Production Co, delegating relevant tasks to them throughout the week.

**Responsible for** Media Team

**Accountable to** Production Co-ordinator

### **MEDIA PRODUCTION SECRETARY**

- Responsible for getting in touch and liaising with printers.
- Responsible for ensuring design, production and delivery of T-shirts and other media, meets deadlines.
- Responsible for co-ordinating the production and sale of tickets for the concert (if required).

### **SPONSORSHIP SECRETARY**

- Responsible for contacting businesses/companies before the week to ask for sponsorship, basically selling Revelation and WiM.
- Liaise with the National Sponsorship Secretary for ideas/contacts.

### **PRESS SECRETARY**

- Responsible for ensuring that the WiM concert has maximum exposure by making contact with press and radio (both before and during the week).
- Responsible for preparing press releases in consultation with the WiM Co

**All of the media team are accountable to** Media Co-ordinator.

# PRODUCTION TEAM

This team is responsible for the appearance and sound of the concert, creating a great atmosphere and making sure the choir sound as brilliant as they are. The Production Co-ordinator and Arts Co-ordinator must work in partnership. The Production Co-ordinator is concerned with logistics and detail, whilst the Arts Co-ordinator is concerned with creativity and the WiM vision.

## **PRODUCTION CO-ORDINATOR** (previous WiM experience preferred)

- Responsible for Production team, Concert Decoration team and Media team. This includes making sure that they don't over work themselves before and during the concert.
- A lot of the week will be preparation for the three teams, with the concert day having little time, but a lot of work to do. People need to be prepared and well co-ordinated to know what they're supposed to do and how they're supposed to do it on the day of the concert. We have therefore decided to run a full dress rehearsal on the Friday to ensure no surprises on concert day.
- Responsible for timetabling and running the dress rehearsal on Friday and the Saturday Concert day.
- Acts as stage manager on the day of the concert, ensuring everyone knows where to stand.
- Must co-ordinate the de-rig at the end of the concert.
- Must liaise closely with the Arts Co helping them to achieve the WiM vision but making sure they are aware of limitations.
- Will facilitate the Production Splinter Group in conjunction with the Media Co, delegating relevant tasks to them throughout the week.

**Responsible for** Technical Co-ordinator, Concert Dec Co and Media Co

**Accountable to** WiM Co-ordinator

## **TECHNICAL CO-ORDINATOR**

- Responsible for ensuring the choir, band, soloists, splinter performances and announcements can be seen and heard and can see/hear one another.
- Ensure that there are lights, sound and recording equipment for the concert.
- Explore the possibility of multimedia (e.g. video, slides etc.) for use in the concert to enhance the experience without jeopardising the quality of the performance.

**Accountable to** Production Co-ordinator

## **CONCERT DECORATION CO-ORDINATOR**

- Work with the team and be responsible for transforming the interior (and possibly the exterior) of the concert venue.
- Help with props for dance and drama teams if required.

**Responsible for** Concert Decoration splinter.

**Accountable to** Production Co-ordinator