

Behind the Scenes at Cantus Novus

What does it take to keep Cantus Novus running? As a singer, you are responsible for preparing for rehearsals and concerts, paying dues, participating on at least one committee, selling tickets, soliciting donors and/or advertisers and paying for music. Without your musical talent, participation and engagement, we would not be able to perform beautiful moving concert for sold-out audiences.

We thought it would be helpful to share the various components of revenue and expenses to help explain why we ask each of you to do the best you can to add to the income of the group, thereby allowing you to perform with a variety of instrumentalists.

Our revenue comes from:

- Individual and corporate donations
- Grants
- Fundraisers
- Ad sales
- Singing at paid venues, such as Pennswood
- Concert ticket sales
- Member dues
- Music reimbursement
- Bank interest

Our expenses cover:

- Accompanist
- Administrator
- Artistic Director
- Choir augmentation singers, as needed
- Conducting Intern
- Concert ticket printing
- Music fees
- Orchestra/instrumentalists
- PayPal Ticket Sales, Program Ads, Donations and Fundraising Fees
- Program printing
- Concert venues
- Advertising
- Audio and video recordings
- Postage for various mailings
- Postcards, posters, fliers
- Post-concert receptions
- Season brochure
- Website maintenance
- Infrastructure redesign

- Graphic design/art production
- ASCAP royalties
- Bank charges
- Choral organization dues, such as Chorus America
- Post Office Box fees
- Office supplies
- Stage design
- Education/professional development

For concert season 2017/2018, the board approved a budget with a deficit of roughly \$14,000. The actual Revenue was \$66,828.66 and Expenses were \$63,379.40, resulting in a positive budget of \$3,449.26 (~\$17,000 above the original budget). For additional details, please reach out to the chair of the Finance Committee.

Our Artistic Director:

- creates very engaging and unique concert programs
- auditions singers
- interviews, hires and mentors conducting intern
- prepares for weekly rehearsals
- attends board meetings

Our Administrator:

- liaises with all contacts for concert and rehearsal venues
- implements and administers various CN contracts in conjunction with CN attorney, when necessary (includes contracts for third party services such as audio/video recording, musicians, radio and underwriters, W-9 forms, update vendor info in QB for 1099s)
- functions as the primary contact for CN members and inquiries outside of the group
- prepares and distributes weekly email announcements and periodic newsletters
- creates tickets for performances, handles online/phone purchases and coordinates with point person handling CN member sales
- creates and prepares concert programs with input from the Artistic Director and Marketing Committee
- maintains database for postal and email addresses and other data
- schedules audio and video recording contractors for CN concerts
- keeps up-to-date records of membership and member attendance
- works with Membership Committee to distribute recruitment materials to appropriate publications, schools, etc.

- provides general support to board members and Artistic Director, as needed
- assists the Artistic Director in ordering music and distribution to members (includes making copies of CPDL music, downloading and copying purchased music, arranging for loaner music for summer sing, renting orchestral scores for concerts as needed)
- functions as Ex Officio member of the Board of Directors, includes attendance at meetings and report preparation
- keeps track of invoices, writes checks, files ASCAP reports and payments quarterly and provides detailed monthly financial reports to Treasurer
- schedules/attends auditions (generally 3x/year)
- picks up mail weekly at PO box, distributes as required
- maintains computer archive of documents and photos, physical archive of programs and musical scores

For additional information re: this position, please reach out to the chair of the Membership Committee.

Our Board:

- defines roles
- sets and approves budgets
- creates mission and strategic goals
- determines fundraising and development opportunities
- hires, supports and evaluates performances of the Artistic Director, the Administrator and the Accompanist

Our Conducting Intern:

- prepares for and leads warm-up exercises weekly
- prepares for and conducts at minimum one piece per semester
- prepares for and sings in respective voice part
- leads rehearsals in the absence of the Artistic Director