

ChoralART

ROBERT RUSSELL | MUSIC DIRECTOR

Job Description—ChoralArt Executive Director

Board of Directors 2018-2019

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Richard Sullivan

Sam Wilson

Staff

Kue John Lor

Executive Assistant

Gail Knowles

Manager

Peter Plumb

Clerk

*This is a 501(c)(3) tax
exempt organization.*

ChoralArt seeks an Executive Director who will provide administrative leadership to fulfill ChoralArt's mission of performing a broad spectrum of exceptional choral music to high artistic standards. S/he will work with the Music Director and the Board of Directors to support the production of concerts and other events as scheduled and is responsible for ChoralArt's operations.

- **Position:** Part-time—approx. 16 hours/week; competitive compensation
- **Reports to:** President, Board of Directors or designate

Responsibilities: Entrepreneurial, Financial

- Takes a visible leadership role in promoting ChoralArt at performances and serves as an ambassador for ChoralArt at public events.
- Designs a marketing plan for the season in conjunction with marketing consultant and generally oversees actions of Executive Assistant to implement it for each concert.
- Is instrumental in securing the future of ChoralArt through development action, identifying potential donors and, working with Board members, developing solicitation plans, participating in personal solicitations for financial support.
- Designs periodic (annually at a minimum) fundraising appeals for mail, email and social media.
- Researches funding sources and produces grant applications for support of programs.
- Drafts annual budget in coordination with ChoralArt treasurer and keeps track of organization finances.

Responsibilities: Managerial

- Directs and supervises part-time Manager and part-time Executive Assistant.
- Generally oversees actions of Executive Assistant with Music Director concerning concert contracts, venues, soloists/instrumentalists, and logistics; and
- Generally oversees actions of Executive Assistant concerning banking, accounting, insurance and purchasing tasks.

Qualifications: Leadership, Management, Marketing, and Community Engagement

The ideal candidate is an experienced not-for-profit performing arts executive with proven leadership ability, excellent management skills, and a record of experience and success with marketing, audience development, fundraising and community engagement. S/he will have a strong interest in music and promotion of musical performances and will entertain new ideas for CA advancement.

- Experience overseeing production of concerts (or equivalent)
- Excellent communications skills, verbal and written
- Excellent organizational skills
- Skill in community engagement: a “people person”
- A passion for that arts, choral music in particular
- Working knowledge of social media and traditional marketing outlets
- Ability to lead and work with volunteers
- Skill with the following: Microsoft Office, Quickbooks, and Little Green Light (or similar database)

ChoralArt—Founded in 1972 by volunteer singers committed to excellence in choral performance, ChoralArt today comprises three ensembles: a symphonic ChoralArt Masterworks, a 45-voice ChoralArt Singers, and the ChoralArt Camerata. All three auditioned ensembles perform to high artistic standards. ChoralArt Masterworks sings annually with the Portland Symphony Orchestra; ChoralArt Singers performs a series of Christmas at the Cathedral concerts to nearly 2000 enthusiastic patrons; and the ChoralArt Camerata sings repertoire from Renaissance to modern, including music of various other ethnicities. The ChoralArt Ensemble that toured Estonia, Finland, and Russia in August 2017 comprises singers from all three groups. Robert Russell has served as Music Director since 1979.

To Apply: Please send letter of interest and resume to manager@choralart.org