

Position: Manager

Job Status: Part Time, Permanent

Salary: \$20/hour

Estimated time requirement: 6 hours/month in Summer, 6 hours/week Sept. through May, 10/Week in November

General Information:

ChoralArt is looking for a passionate individual to take on the responsibilities of being the Manager. The Manager will be in charge of certain weekly obligations during the performance season and will take the lead in managing and coordinating the front of house at all performances, as well as managing ticketing. Specific duties each season may vary according to that season's schedule of concert productions and the availability of volunteers. This position reports to the Executive Director.

Requirements:

The ChoralArt Manager must:

- Have demonstrated skills in organizational management, time management, written and oral communication,
- Be able to work independently and to complete tasks in a timely fashion
- Be generally available during the day in performance seasons to answer the ticketing phone.
- Be able to use computers and navigate web pages
- Be able to use email software such as Gmail or Outlook
- Be available for all performances

Responsibilities:

- Rehearsal and audition communications
 - Manage email traffic concerning auditions, rehearsals/cancellations
 - Take orders for CDs of performances from singers following concerts and distribute these orders at rehearsals
- Membership
 - Register members and collect dues
 - Create weekly attendance lists and nametags as required.
 - Maintain membership roster, including committee assignments
- Ticketing
 - Confer with the Treasurer and Board to set ticket prices and policies
 - Manage ChoralArt presence on our online ticketing platform
 - Respond to telephone inquiries regarding ticket sales, refunds or other concert-related matters
- House Manager
 - Ensuring venue needs are satisfied, including equipment delivery, coordinating with the logistics team, scheduling piano tuning if needed, and coordinating lighting/sound/recording requirements.
 - Recruit ushers and greeters for each concert
 - Obtain supplies for the ushers to use as appropriate for the concert
 - Arrange for sales of CDs and other items at concerts
- Board Meetings
 - Submit a Manager's report to the Executive Director for each board meeting.

Note:

For a more detailed list of job duties, contact Ben McVety at ben@choralart.org.

If interested, please submit your letter of interest to Robert Stoddard at rbstoddard@gmail.com.