

# Choir Manager (Contract Position)

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Posted: October 15, 2017

Closing Date: November 15, 2017

Contract Fee: \$3000.00CDN

Average Hours per Week: 4

*Note: Concert weeks will be much busier (up to 20 hours per week), summer weeks will have little to no work (some with 0 hours per week).*

The Windsor Classic Chorale is looking to engage a dynamic, enthusiastic individual as our Choir Manager for a minimum 3 year term (following a 3 month probationary period). The Choir Manager will report to the President of the Board and work closely with the Music Director of the Choir. The position of Choir Manager is a new position for the WCC and the successful candidate will have the opportunity to help to craft the role in partnership with the Board and the Artistic Director. However, at a minimum, the role will include the following items.

## **Choir Manager Responsibilities:**

### ***Season Planning***

- Support the Music Director to plan each concert season including schedule, performance and rehearsal venues, proposed guest artists, proposed performed works, fee for service engagements and draft budget.
- Support the Music Director by assisting in the scheduling of auditions including advertising, venue booking and scheduling of singers and accompanists.
- At the direction of the Music Director assist in the scheduling and planning of touring opportunities.
- Plan and facilitate communications and promotions planning for the concert season including all required promotional materials for concerts such as posters, programs, tickets, social media and electronic advertising.
- Plan and facilitate advertising opportunities on printed concert materials including tickets, posters and programs.
- Provide support to Board members who are submitting grants.
- Plan and facilitate donor and sponsor development and support programs.
- Maintain choir rosters.

### ***Operational Activity***

- Attend all Board meetings and support the Board chair with facilitation of agenda planning (monthly).
- Ensure timely production of all printed and electronic material for concerts including posters, eblasts, social media, tickets and programs and audit that all required logo placements and advertising for grantors, sponsors and donors are in place.

- Prepare all concert venues: ensure hall is arranged properly (and green room, if applicable), set up front desk, organize front of house volunteers, organize cash box, arrange signage, gifts, etc.
- Act as the primary liaison with venue staff including both self-promoted concerts and fee for service concerts.
- Support volunteer staff in staging plans and venue setup, including risers, stands, recording equipment and lighting.
- Arrange press releases and interview opportunities with local media.
- Archive all promotional materials, press releases, media engagements, recordings and concert reviews.

## **Qualifications**

The successful candidate is the kind of person who enjoys working in a dynamic environment with multiple stakeholders and competing deadlines, has the ability to engender trust with others, seeks to understand the organization at a deep level, and is willing to work flexible hours (in particular to be available for dress rehearsals and concerts).

### ***Core Competencies***

- organization
- planning
- writing
- creativity
- sales
- volunteer management
- donor and fund development
- donor and sponsor management
- interpersonal communication
- strong skills with the Microsoft Office Suite of Products and access to recent updates
- strong skills with the Google Suite of Products (including Google Drive, Google Docs and Google Sheets)
- strong knowledge of social media marketing
- understanding of the Windsor arts community is a significant asset.

To apply, please submit a resume and two references to [rev@mnsi.net](mailto:rev@mnsi.net). The successful applicant will be notified by mid-December 2017.

Note: This is a contract position. The Choir Manager is not an employee of the Windsor Classic Chorale.