

April 2, 2021

Job Announcement

Application Deadline: Friday, April 16, 2021

Start Date: Monday, May 3, 2021

PART-TIME CHOIR ADMINISTRATOR, NORTHWEST GIRLCHOIR

Northwest Girlchoir transforms the lives of girls and young women through outstanding music education, dynamic choral performances, and an enduring community. Choristers ages 7-18 gain musical skills, confidence, and lasting friendships. Northwest Girlchoir is committed to racial equity, creating a welcoming, inclusive, and nurturing experience for all choristers, families, and audiences. We honor each individual's history, heritage, and talents. Our community is strongest when all voices are affirmed and everyone is connected through the joy of singing.

We are seeking a positive, detail-oriented administrator to join our staff. This position provides warm and helpful customer service to our choristers, parents, donors, audiences, and the public. The Choir Administrator coordinates many aspects of our organization, with a current focus on ensuring the safety of our choristers returning to in-person rehearsals. The position manages our office and database, program registration/tuition, and the music library. The ideal candidate has strong people skills with a data/detail focus, and works independently within a creative team environment. Candidate must be available to regularly work weekday evenings.

DUTIES & RESPONSIBILITIES

Rehearsal Support

50%

- Greet choristers at our facility approximately 3:00-7:30pm Monday-Thursday, making sure they have submitted parent waiver, and ensuring parent pickups after rehearsal.
- Assist with rehearsal set-up and clean-up; ensure supply of masks, hand sanitizer, etc.

Choir Program Support

20%

- Manage music library, including inventory, organizing/prepping music and assembling chorister folders.
- Prepare, distribute, and track registration materials for choir and camp.
- Manage tuition communications with families and with FACTS Tuition Management System.
- Input/maintain payments and scholarships for tuition/tours/camp; cross-check finances with Bookkeeper.
- Assist Artistic Director with scheduling and staffing auditions.
- Fill in as needed on communication/logistics for rehearsals, virtual recordings, tours, and uniforms.
- Work occasional additional evening and weekend events.

Development & Volunteer Support

15%

- Manage Sumac fundraising database, including generation of reports, prospect lists, and mailing lists.
- Carry out data entry and updates of donations, registrations, and constituent information.
- Create and send donor thank-you letters.
- Support Development Director on Spring Fling event registration and tracking.
- Determine volunteer needs for rehearsals, concerts, and other projects. Recruit, train, and thank volunteers.

Organizational Support

10%

- Respond to phone/email inquiries (afternoons Mon-Thurs TBD), and manage mail.
- Serve as liaison with IT vendor and other vendors; manage office supplies/equipment.

- Coordinate (occasional) sales & inventory of CDs and digital recordings.
- Attend and take notes at weekly staff meetings (Wednesday afternoons).
- Support staff on creation of tools such as SignUp Genius and Google Forms.
- Create and manage internal team planning calendar

Concert/Camp Coordination

5%

- Coordinate and track concert/event ticket sales, including ticket vendor negotiations and comp tickets/giveaways. Prepare quarterly concert reports for ASCAP licensing.
- Manage front of house during concerts and events (ticket sales, CD sales, volunteers).
- Coordinate special concert elements such as flowers, senior bracelets, and post-concert cookies.
- Serve as primary point of contact for participants/parents at one-week summer day camp in July.

Other duties as assigned

QUALIFICATIONS:

- Strong customer service skills and positive attitude
- Tech savvy including Microsoft Office (particularly Excel), Google Forms, and CRM databases
- Expert time management; attention to detail and accuracy
- Comfort interacting with girls ages 7-18 and their parents
- Outstanding verbal and written communication skills
- Ability to prioritize and manage overlapping projects
- Ability to work independently and as part of a team
- Ability to stay focused in a busy environment
- Ability to work until 7:30pm Monday, Wednesday, and Thursday and work occasional weekend events.
- Interest in the arts; familiarity with choral music preferred
- Ability to lift 25 pounds
- Valid WA State driver's license and access to a vehicle
- Flexibility and sense of humor!

COMPENSATION:

This position is part-time, non-exempt (30 hours/week). Salary range is \$32,500-\$34,500, dependent on experience. Paid holidays, vacation and sick leave; health insurance stipend; professional development funds; tuition discount. Flexible, casual work environment in North Seattle.

Northwest Girlchoir is an equal opportunity employer that values diversity at all levels. All qualified applicants will receive consideration for employment without regard to race, sex, sexual orientation, trans-gender status, ethnicity, marital status, disability, or religious belief. Successful candidates must pass a Criminal Records Check and have legal status to work in the USA.

To Apply:

Send cover letter and resume to Jill Clymer, Executive Director: jill@northwestgirlchoir.org

Application Deadline: Friday, April 16, 2021. More Information: www.northwestgirlchoir.org