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**October 17, 2019**

**Job Announcement  
Application Deadline: Monday, November 4, 2019  
Start Date: November 2019**

**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. Our joyful, collaborative approach emphasizes healthy vocal technique, outstanding musical repertoire, and strong musicianship. Our 270 choristers (ages 6-18) gain life skills, confidence, and lasting friendships.

We are seeking a positive, detail-oriented administrator to join our staff. This position is the face of Northwest Girlchoir, providing warm and helpful customer service to our choristers, parents, donors, audiences, and the public. The Choir Administrator manages many aspects of our organization, including our chorister/donor database, program registration and tuition, tickets and house management, and the music library. The Choir Administrator also keeps the office functioning smoothly and supports staff on projects and events. The ideal candidate has both strong people skills and a data/detail focus, and works independently within a creative team environment.

**Duties & Responsibilities**

Organizational Support 25%

* Staff the reception desk, handling in-person, phone and email inquiries
* Process incoming and outgoing mail; process credit card payments
* Manage office supplies/equipment and serve as liaison with IT support & other vendors
* Prepare supplies and simple signage for concerts, rehearsals, and events
* Coordinate sales & inventory of CDs and digital recordings
* Serve as liaison for rehearsal/office facility needs, including room reservations, janitorial, equipment
* Staff front desk until at least 6:15pm Monday-Thursday, to greet parents and choristers
* Take notes at weekly staff meetings
* Work occasional evening and weekend concerts, rehearsals, meetings, auditions, and events

Database Management & Fundraising Support 12.5%

* 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, and update recognition list for concert programs
* Support staff on financial/data aspects of events including RSVPs, raffles, and auctions
* Coordinate guest registration and materials in advance and onsite for annual Spring Fling fundraiser; track bids and paddle raises; support auction set-up
* Assist the Executive Director and contract grant writer with data and reports for grants

Enrollment/Tuition Management 12.5%

* Prepare, distribute, and track registration materials for choir and camp
* Manage tuition communications with families and with FACTS Tuition Management System
* Input/maintain payments for tuition, tours, and camp; cross-check finances with Bookkeeper
* Track financial aid awards; determine payments and apply to FACTS
* Assist Artistic Director with scheduling and staffing auditions

Music Library 10%

* Organize/prep/file music and assemble chorister folders
* Manage and track music library inventory

Volunteer Coordination 5%

* Determine volunteer needs/opportunities for concerts and other projects
* Recruit volunteers to fill each needed shift; track who volunteered for each shift/role
* Steward volunteers through meaningful acknowledgement and benefits

Concert/Camp Coordination 5%

* Coordinate and track concert & event ticket sales, including ticket vendor negotiations and comp tickets/giveaways
* Manage front of house, including volunteer supervision, during concerts and events
* Prepare quarterly ASCAP reports
* Coordinate special concert elements such as flowers, senior bracelets, and post-concert cookies
* Serve as primary point of contact for summer camp participants and parents

Calendar Management 5%

* Manage online rehearsal/concert calendar, updating frequently with changes
* Create and manage internal team planning calendar

Other duties as assigned

**Qualifications:**

* Bachelor’s degree preferred
* Strong customer service skills and positive attitude
* Experience managing a CRM database; proficiency with Microsoft Office
* Expert time management; attention to detail and accuracy
* Comfort interacting with girls ages 6-18 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 6:15pm Monday-Thursday and work occasional evening and weekend events.
* Interest in the arts; familiarity with choral music preferred
* Ability to lift 20 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 $31,000-$33,500 dependent on experience. Paid holidays, vacation and sick leave; employer-matched 403B; 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](mailto:jill@northwestgirlchoir.org)

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More Information: [www.northwestgirlchoir.org](http://www.northwestgirlchoir.org)