

Position Available: Chorus Manager (Part Time)

January 2018

New Amsterdam Singers, an Upper West Side-based NYC avocational chorus, seeks a part-time Manager experienced with performing arts or other non-profit organizations. NAS, a 70+-voice non-profit chorus (which includes a 24-voice chamber chorus) governed by a Board of Directors and led by Music Director and Founder, Clara Longstreth performs three concert programs each year. The Manager reports to the Board and, as appropriate, to the Music Director, and is responsible for all aspects of running the chorus, including concert management and operations. The Manager is also expected to guide and support the marketing and development activities of the chorus, including managing and maintaining all its databases.

Specific job responsibilities include:

- Concert Management
 - Coordinate with concert venues
 - Oversee program production as needed
 - Manage front of house for concerts, including ticketing and reservations, usher recruitment and day of concert coordination
- Publicity, Marketing and Development
 - Prepare mailings for each concert season; coordinate with mailing house
 - Assist with preparation and distribution of press releases
 - Support and provide guidance to the marketing and development efforts of the board as we seek to develop our audience and donor base
 - Manage and maintain all databases, including audience and donor
 - Prepare annual appeal and acknowledge contributions
 - Support chorus fundraising events as needed
- Finances
 - Track income and expenses for the chorus, including payments, deposits and dues collection
 - Work with Treasurer to prepare reports and annual budget as needed
- Singer Support
 - Maintain singer contact list
 - Prepare singer welcome packets and instructions for each concert
- Other
 - Attend all board meetings, appropriate committee meetings and concerts
 - File required licensing reports
 - Maintain relationship with NY Choral Consortium, Vocal Area Network and other associations as needed
 - Serve as contact for phone and email inquiries to the chorus
 - Collect mail from the chorus PO Box

Requirements:

- 3-5 years' experience with a performing arts or other nonprofit organization preferred
- Strong organizational skills, with excellent attention to detail
- Strong written, oral and electronic communication skills; computer and Internet proficiency
- Ability to work independently and with various stakeholders of the organization
- Ability to multitask and work effectively with volunteers
- Flexible schedule – although the position is approximately half-time (averaging 20 to 25 hours/week), the time commitment is not consistent from week to week and may exceed this amount periodically. NAS does not provide office space and computer. Manager will be required to attend some Tuesday night rehearsals, September through May.
- Facility/familiarity with CRM/marketing software (e.g., PatronManager, Salesforce) and social media
- Bookkeeping experience and familiarity with Quickbooks a plus
- Personal experience with and commitment to the arts

Interested candidates should send a cover letter and resume to: NASmanagerjob@gmail.com. Please let us know how you learned of the position. **Only electronic submissions will be accepted.** Applications will be reviewed as soon as received. More information about the New Amsterdam Singers can be found on our web site:

www.nasingers.org