

Position Available: Chorus Manager (Part Time) – June 2023

New Amsterdam Singers, an avocational chorus based on the Upper West Side, seeks a part-time manager experienced with the management of performing arts or other non-profit organizations. The ideal candidate is a champion for the arts, affable, detail-oriented, efficient, able to work independently on a variety of projects simultaneously, tech-savvy, and skilled at working with volunteers and diverse constituents. The Manager reports to the Board of Directors and is responsible for all aspects of running the chorus, including Concert Management and Operations related to Financial Bookkeeping, Budgeting, and Reporting; Development; Marketing; and Singer and Audience Databases. The Manager works in close partnership with all Board committees and coordinates with the Music Director to ensure the chorus operates with a high degree of professionalism.

For more than 50 years, NAS has been known as one of New York City's premier choruses. We are a community of 60+ singers governed by a Board of Directors. Under the musical leadership of founder Clara Longstreth, we produce three concert programs a year. NAS performs a wide-ranging repertoire of classic and new works and collaborates frequently with composers, performers, and musical organizations across New York City. We are committed to reaching new audiences and building and sustaining an inclusive community.

Our ideal candidate will be a champion for the arts, enthusiastic about our commitment to a diverse repertoire, chorus and audience, and eager to work with us through membership diversification and updating of our systems.

Specific job responsibilities include:

- **Concert Management**
 - Manage front of house for concerts, including ticketing and reservations, usher recruitment, and day-of-concert coordination
 - Coordinate with concert venues, guest artists, and composers
 - Oversee production of written program as needed
- **Publicity and Marketing**
 - Spearhead the design, printing, and distribution of mailed, digital, and social media marketing materials
 - Oversee creation and dissemination of press releases
- **Development**
 - Prepare annual appeal and acknowledge contributions
 - Support chorus fundraising events throughout the year
 - Oversee special campaigns as needed
 - Manage and maintain audience and donor database
- **Finances**
 - Track income and expenses for the chorus, including payments, deposits and dues collection
 - Work with Treasurer and external accountant to prepare reports, tax filings, and annual budget
- **Other**
 - Attend all board meetings, committee meetings, and concerts
 - Maintain singer contact list, and prepare singer welcome packets and instructions for each concert
 - File required licensing reports (BMI, ASCAP)
 - Maintain relationship with NY Choral Consortium, Vocal Area Network (VAN), Musical America, and other associations as needed
 - Serve as contact for inquiries to the chorus
 - Collect mail from the chorus PO Box

Requirements:

- Professional experience with a performing arts or other nonprofit organization strongly preferred; personal experience with and commitment to the arts are essential
- Strong organizational skills, with excellent attention to detail
- Strong written, oral and electronic communication skills
- Familiarity and comfort with computer and web technologies such as Zoom and live streaming platforms
- Facility with CRM/marketing software, Mailchimp, and social media

- Bookkeeping experience and familiarity with Quickbooks a plus
- Ability to work independently and with various stakeholders of the organization
- Flexibility: the position is part-time, averaging 20 hours/week or less, with more at concert times. The Manager will be required to attend portions of some Tuesday night rehearsals, September through May, and be available to work some additional evenings and weekends. NAS does not provide office space.

To Apply:

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 they are received. More information about the New Amsterdam Singers can be found on our website: www.nasingers.org.

We are an equal opportunity employer, dedicated to a policy of non-discrimination in employment. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, age, veteran status, or disability that does not prohibit performance of essential job functions.

All chorus members and staff are required to be fully vaccinated and boosted.