

EXPERIENCE
Choral Arts
THE CHORAL ARTS SOCIETY OF WASHINGTON
SCOTT TUCKER, ARTISTIC DIRECTOR

POSITION AVAILABLE

Title: Chorus Manager
Reports to: Artistic Production Manager
Status: Full Time, Non-Exempt

This position is available full-time starting February 26, 2018. Part-time training in the month of February is available dependent on the availability of the applicant.

The Organization: Established in 1965 by Norman Scribner (1936 – 2015), The Choral Arts Society of Washington maintains a dedication to excellence in choral repertoire and performance. Led by Artistic Director Scott Tucker since 2012, Choral Arts' commitment to artistic excellence is demonstrated by frequent invitations to perform with the National Symphony Orchestra and other world-class orchestras including the Los Angeles Philharmonic, London Symphony, Philadelphia Orchestra, Baltimore Symphony, and the Mariinsky Orchestra, as well as alongside legendary conductors such as Gianandrea Noseda, Gustavo Dudamel, Christoph Eschenbach, Valery Gergiev, Marin Alsop and Yannick Nézet-Séguin.

Today Choral Arts is comprised of three performing groups: the symphonic Choral Arts Chorus, the Choral Arts Chamber Singers, established in 2014, and the Choral Arts Youth Choir, established in 2015. Choral Arts produces an annual concert season primarily at the John F. Kennedy Center for the Performing Arts including fall and spring concerts, a Christmas series, a choral tribute to Dr. Martin Luther King, Jr., Concerts for Students, and a chamber series in intimate venues in addition to frequent artistic collaborations. Under the executive direction of Tad Czyzewski, Choral Arts stands on a secure and stable financial and governance foundation.

Responsibilities: Reporting to the Artistic Production Manager, and working collaboratively with the Artistic Director, this position supports the administrative needs of the organization's choruses. Duties and responsibilities include but are not limited to:

- Audition arrangements for new and returning members
- Chorus rehearsal, performance and special event logistics and management
- Roster management and recruitment
- Chorus communication and personnel records
- Liaison between chorus and Artistic Director, and chorus and staff
- Supervision of chorus volunteer leadership
- Monitor chorus morale and "esprit"

- Acquisition and distribution of choral performance material
- Management and maintenance of music libraries
- Administrative assistant to the Artistic Director
- General office duties (answering phones, selling concert tickets, and assisting patrons)
- Other duties as assigned or needed

Requirements:

- Music background - choral training preferred
- Excellent time management, organization and prioritization skills
- Strong attention to detail and ability to juggle multiple tasks
- Excellent interpersonal, communication and diplomacy skills
- Experience with facilitating large groups of people
- Ability to think and act quickly in high pressure situations
- Availability and willingness to work evenings and weekends
- Strong computer skills (Microsoft Word and Excel) and familiarity with online management systems
- Undergraduate degree preferred

Compensation/Benefits: Salary range: mid \$30s. Benefits package includes paid vacation, sick and personal days; health insurance with prescription, dental and vision plans; longer term disability and life insurance plans; voluntary retirement plan with employer match.

To apply, mail or e-mail a cover letter, resume, and list of three professional references to:

The Choral Arts Society of Washington
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The Choral Arts Society of Washington is an Equal Opportunity Employer
