



## **CHORUS SCHOOL MANAGER**

Reporting to the Director of Chorus School Operations (DCSO) and working closely with San Francisco Girls Chorus (SFGC) senior staff, the Chorus School Manager (CSM) is an important member of the SFGC team. The CSM is a full-time, salaried position that will support many aspects of the day-to-day functioning of the Chorus School and its programs.

The San Francisco Girls Chorus School offers a program of unparalleled artistic and educational excellence, designed to train and inspire girls and young women ages 4-16 in the art of choral singing through a comprehensive choral, vocal, and music theory curriculum. The Chorus School's six levels annually serve more than 350 young singers from 140 schools in 45 Bay Area cities and all 9 Bay Area counties. Rehearsals take place in San Francisco and Emeryville.

Responsibilities include:

### **CHORUS SCHOOL OPERATIONS**

- Supports the planning, administration, and tracking of enrollment, auditions, and registration for all Chorus School programs.
- Maintains Chorus Connection – SFGC's Chorus School database – ensuring that all chorus participants and their contact, email, and medical information are accurate and up-to-date.
- Ensures that all rehearsal and performance calendars are up-to-date at all times on Chorus Connection and Google Calendars, and that all changes are communicated effectively with families and faculty and staff involved.
- Oversees the Chorus School audition process alongside the DCSO and Director of Choral Studies, corresponding and following-up with families in a timely manner to ensure a smooth and successful introduction to SFGC.
- With the support of the DCSO, creates and sends important communications to choristers and families, including weekly email updates, schedule changes, student and parent surveys, performance information, reception needs, chaperone requests, reminders, and more.
- Works closely with the Administrative Manager (AM) to order all necessary supplies for Chorus School programs, including items for summer camps, auditions, the office, and year-round programs

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- Oversees the Chorus School wardrobe process, and works closely with the Wardrobe Manager in scheduling and coordinating chorister fittings, communicating with parents and choristers about wardrobe requirements, and reviewing condition, washing needs, and inventory of all wardrobe pieces annually.
- Maintains the Leave/Exit tracking process throughout the year as part of registration, following up with families and faculty/staff as needed, and communicating any changes with the appropriate faculty in a timely fashion.
- Supports the DCSO in recruitment, outreach, and program building across the Bay Area for all Chorus School programs at all three campuses.
- Other duties as assigned

## **BUILDING, REHEARSAL, AND PERFORMANCE SUPPORT**

- Supports the SFGC office, choristers, and faculty administratively during weekly rehearsals at SFGC's main campus at Kanbar Performing Arts Center, requiring support Monday through Friday afternoons and some Saturdays, as needed
- Supports the SFGC office administratively during rehearsal times at the East Bay and Bayview campuses, and attends campus rehearsals and events in-person at least once a month
- Collaborates with the AM to ensure that the Chorus School's emergency procedures are up-to-date; maintains "emergency" contact binders for all choristers at all campuses; creates and maintains concert bags..
- Arranges for chaperone support for all major Chorus School rehearsals, concerts, and off-site events
- Helps to implement and enforce safe arrival and dismissal protocols for choristers at all campuses, and compiles information about carpools and transportation to share with families.
- Other duties as assigned

## **REQUIRED QUALIFICATIONS**

- Bachelor's Degree or equivalent work experience
- Exceptional attention to detail and strong organizational skills

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- Ability to operate effectively in a fast-paced environment, to multi-task multiple projects at once, and to follow-up on projects and tasks in a timely manner
- Excellent communication skills, both verbally and written, which will be exercised daily with colleagues, families, and more via emails, written correspondence, communications to families, and more
- Team-oriented and able to work collaboratively
- Strong time management skills and the ability to prioritize tasks, meet deadlines, and demonstrate follow-through
- Willing to evenings and some weekends
- Able to work from the Kanbar Performing Arts Center office and other Bay Area campus locations

## **PREFERRED QUALIFICATIONS**

- Degree in arts or arts related field preferred
- A minimum of 2 years professional experience preferred, in the performing arts or general office administrative
- Reliable transportation
- Proficiency in Google Suite and Microsoft Word and Excel preferred
- Passion for youth education and experience in the arts or arts administration a plus

## **ABOUT THIS POSITION**

This position is a full-time, 40-hour per week, non-exempt position. The salary range for this position is \$60,000-\$65,000. Some weekend and evening hours during the year will be required for rehearsals, performances, meetings, and other events.

While this role will have some remote flexibility at times, it will require working at one of our campus locations five days per week.

**The deadline to apply is January 1, 2023.**

To apply: Email cover letter and resume to Director of Chorus School Operations, Monica Baruch, at [mbaruch@sfgirlschorus.org](mailto:mbaruch@sfgirlschorus.org). Include the job title in the subject line. No phone calls, please.

*The San Francisco Girls Chorus is an equal opportunity employer and does not discriminate on the basis of race, color, religion, gender, gender expression, age, national origin, disability,*

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*marital status, or sexual orientation, military status, prior contact with the criminal legal system, or any other basis prohibited by law.*