



Open Position: Director of Operations

Cincinnati Youth Choir, Ensemble-in-Residence at the University of Cincinnati College-Conservatory of Music

The director of operations reports directly to the executive director and works closely with the artistic director. The director of operations is responsible for management of all resident choirs including performances and tours, national summer festival, volunteer coordination, and communication with member families and contractors. Contracted for tasks completed with mostly flexible, work from home hours.

How to Apply:

Robyn Lana, Founder and Managing Artistic Director
choir@cincinnati choir.org

Send cover letter and resume to: Attention DP Search
Additional sample material is welcomed

Application open until filled.

Purpose and Objective:

The Director Operations assumes primary responsibility for the day-to-day operations of the Cincinnati Youth Choir including oversight of office operations, project budget monitoring (tours, summer events), and coordinating the team efforts of the contracted staff, volunteers and interns.

Qualifications:

- Bachelor's degree/training in arts administration
- Experience managing operations of a performing arts organization, non-profit, or similar youth based organization
- Demonstrated ability to organize and lead, especially volunteers and youth/families of youth
- Works collaboratively and is motivated to work independently
- Strong visionary planning skills
- Reliable and takes initiative
- Strong communication and writing skills
- Ability to warmly and professionally represent the Cincinnati Youth Choir in various settings
- Proficient in Microsoft Office, basic computer skills (word processing, spreadsheets, presentations)

Program Description:

Serving as Ensemble-in-Residence at the University of Cincinnati College-Conservatory of Music, the Cincinnati Youth Choir is a nationally celebrated, award winning choral organization in its 29th season. Each year, hundreds of Greater Cincinnati children in grades one through twelve benefit from this educational venue focusing on performance as a result of the children's education. Presently, the program involves resident choirs at CCM, ChoralQuest partnerships with area schools, the Cincinnati Choral Academy, Singabration summer festival for local children, the national Queen City Festival, and the Cincinnati Public School Honor Choir.

Principal Duties and Responsibilities:

Manage Regular Operations

- Work in or manage staffing of CYC office rehearsal days (Tuesday evenings, Thursday evenings, Saturday mornings)
- Manage operations assistant
- Create communication material for resident choirs ensuring messaging is consistent across all media (print, social, digital)
- Staff concerts and events as scheduled
- Handle confidential information, organize and maintain files
- Support recruitment and retention
- Liaison between education team and member families/guardians
- Assist education team as needed
- Coordinate photographers as needed

Communication

- Be actively involved in all aspects of administration of and communication about choral education program including resident choirs, Singabration (local summer festival), and ChoralQuest (neighborhood choir program) ensuring messaging is consistent and represents the brand
- Collect and distribute mail
- Manage phone and email correspondence
- Administrate alumni choir and parent choir as needed
- Represent CYC at large events (ie: recruitment fairs)
- Advocate for CYC

Volunteer Relations and Coordination

- Identify and coordinate choir managers
- Identify and coordinate uniform managers
- Coordinate library management during rehearsal times
- Coordinate performance managers
- Coordinate volunteers that may assist choral educators and operations as needed (music folders, mailings, etc)

Performance Management

- Communicate with CCM Performance Management in performance planning
- Plan run of show collecting performance aspects with all conductor educators
- Coordinate recording engineers and videography

- Coordinate photographers
- Coordinate hall set up and tear down as needed

Tour Management

- Oversee all tour administration and coordinate with tour company (if a company is contracted)
- Communicate with families

National Festival Management

- Administrate Queen City Children's Choir Festival (held in June) including marketing, communicating with guest choirs, communicating with local hotel, amusements, and UC

Compensation:

- \$30,000 and up based on qualifications and demonstration of successful experience with potential for bonus structure.

The Cincinnati Youth Choir is an equal opportunity employer.

www.cincinnati-choir.org