

# Helena Symphony

ALLAN R. SCOTT | MUSIC DIRECTOR

## Job Announcement

### CHORALE MANAGER

#### JOB DESCRIPTION

The Chorale Manager is responsible for managing, organizing, and overseeing the activities and personnel of the 100-voice Helena Symphony Chorale as well as the operations associated with the Chorale. The Chorale Manager serves as the chief liaison between the artistic staff and the Chorale members.

The duties of the position involve work in several areas, including:

- \* Managing Chorale specifically with recruitment, auditions, attendance, rehearsals, and performances
- \* Music for Chorale
- \* Working with Music Director & Director of Artistic Planning
- \* Administrative

As a member of the Artistic Administration, the Chorale Manager position exists to support the work of the Music Director and the artistic vision of the Helena Symphony.

#### REQUIREMENTS

- \* superior organizational skills and meticulous attention to detail
- \* ability and patience to spend time with detailed projects
- \* ability to plan weeks and months in advance
- \* strategic thinker with excellent planning and management skills
- \* ability to pre-screen potential singers
- \* ability to market and recruit
- \* ability to work independently and with teams of people
- \* highest integrity and ethical standards
- \* ability to develop and maintain a commitment to excellence, creativity, teamwork, and mutual respect
- \* appreciation for classical music and understands its value in the community
- \* excellent computer skills
- \* maintain a smart phone
- \* experience and strong knowledge of Microsoft Office as well as task management applications
- \* Bachelor's degree preferred (not required)

#### COMPENSATION & HOURS

The position pays \$16 per hour and requires 6 hours per week. Some hours are flexible. The position requires working during some performance and all Chorale rehearsals, so some nights and some weekends are required.

#### HOW TO APPLY:

Please submit a detailed resume, letter of application, and the contact information for at least three references to Director of Artistic Planning Katie Mason at [artisticplanning@helenasymphony.org](mailto:artisticplanning@helenasymphony.org). Candidates selected will interview with search committee and the Music Director. Applications will be considered until the position is filled, but applications received before 1 July 2018 will be given priority.