



## **Oakland Symphony Chorus Manager**

The Oakland Symphony is seeking a part time Chorus Manager to join a dynamic team that prioritizes excellence, artistry, diversity, equity and access for members of Oakland Symphony's renowned Chorus.

### **THE ORGANIZATION**

Oakland Symphony strives to enrich the city's cultural life by championing symphonic and vocal music performance and music education. It is a leading regional performing art organization that is nationally known for its inclusive programming and connection to the community. We seek a Chorus Manager who prioritizes a diverse, equitable, and inclusive environment and is passionate about increasing the reach and impact of Oakland Symphony's Chorus.

### **OAKLAND SYMPHONY CHORUS**

The Oakland Symphony Chorus ("OSC"), composed of more than 85 amateur singers, serves the community through vocal training and performance opportunities. As a dues-based choir, OSC performs regularly on the Oakland Symphony Orchestra's subscription series and holiday concert in addition to a spring choral concert with keyboard accompaniment. OSC holds educational workshops for members twice annually, welcomes singers from around the Bay Area for the Summer Sing-In series, and tours internationally every 3 years.

### **POSITION SUMMARY**

Through overseeing aspects of operations, productions, and personnel, the Chorus Manager assists the Operations & Finance Director and Chorus Director with the implementation of the chorus' mission.

The successful candidate will cherish relationship-building, nurture an organizational culture of artistic innovation, balance multiple priorities, and focus on working collaboratively with artists and colleagues across the organization and community.

**Reports to:** Operations and Finance Director

**Direct Reports:** Chorus Librarian  
Chorus Volunteers

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Work with Chorus Director and artistic team to plan concert repertoire for the Chorus within deadline and budget.

- Work with Chorus Director, Operations and Finance Director, and communications team to develop plans focused on Chorus production, auditions, recruitment, and other appropriate areas.
- Work with Operations and Finance Director and Chorus Director to coordinate budgeting, planning, personnel, and managing the Symphony Chorus, workshops, Summer Sing-Ins, and tours.
- Facilitate strong communications between Chorus Director, Chorus Membership, and Management team.
- Attend, manage, and facilitate weekly rehearsals on Wednesday Evenings.
- Participate in concert duty with the ability to work nights and weekends.
- Work closely with key personnel to coordinate chorus fundraising, production, marketing, finance, and other managerial and administrative undertakings as needed.
- Perform other duties as assigned by the Operations & Finance Director.
- Oversee and lead direct reports.

## **QUALIFICATIONS**

- Previous experience in chorus operations and management preferred.
- Knowledge of music with an emphasis on choral repertoire a plus.
- Superb written, verbal, management, and organizational skills.
- Strong attention to detail with the ability to multi-task
- Experience with managing budgets.
- Experience working with volunteers and facilitating large groups.
- Strong social and interpersonal skills.
- Ability to work both independently and as a team member.
- Knowledge of Salesforce/Patron Manager/Chorus Connection/Google Suite/Microsoft Office Suite software is an advantage.
- Must be able to work evenings and weekends for rehearsals, performances, and events.
- Access to reliable transportation.

## **ATTRIBUTES**

- Exceptional interpersonal and problem-solving skills.
- Flexible, focused, organized, and a hands-on doer.
- Punctual, attention to detail, adherence to deadlines and ability to prioritize.
- People person and team player.
- Sense of humor.
- Learner who seeks to improve personally and professionally.

## **SALARY**

Nonexempt, part-time hourly rate of \$25.00. 20 to 25 hours per week offered. Oakland Symphony is an equal opportunity employer and actively seeks diversity in staffing.

**To Apply:** Please fill out the online application form and submit your resume to Katherine White, Operations and Finance Director, at [jobs@oaklandsymphony.org](mailto:jobs@oaklandsymphony.org).