



## **Oakland Symphony Chorus Coordinator**

The Oakland Symphony is seeking a part time Chorus Coordinator 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 Coordinator 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 Coordinator assists the Director of Operations and the Chorus Director with the rehearsal and performance operations of the chorus.

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:** Director of Operations

**Direct Reports:** Chorus Volunteers

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

- Work with Director of Operations and Chorus Director to create and distribute communication to chorus members and potential member's regarding auditions, season schedule open rehearsals, performances, music, and chorus connections.

- Manage distribution, tracking, and collections of rehearsal and show materials both digital and physical under the director of the Director of Operations
- Update, maintain, and monitor online chorus platform (Chorus Connections) used for communications with, and sharing digital materials with the chorus members.
- 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.
- Perform other duties as assigned by the Director of Operations.
- Oversee and lead direct reports.

## QUALIFICATIONS

- Previous experience in running rehearsal or large group gatherings required, 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 working with volunteers and facilitating large groups.
- Strong social and interpersonal skills.
- Ability to work both independently and as a team member.
- Knowledge of 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 \$20.00 - \$23.00. 10 to 15 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 Sara Vreeland, Director of Operations, at [jobs@oaklandsymphony.org](mailto:jobs@oaklandsymphony.org).