

Buffalo Niagara Youth Chorus

Position: Business Manager

Type: Existing/replacement

Job Status: Contract (year-to-year); Part-time: normally 8-10 hours/wk, hours increase and decrease seasonally, includes some evenings and weekends

Position Objective: To coordinate the administrative aspects of the chorus, including accounting, internal and external communications, scheduling, logistics, and record keeping. Also, to collaboratively plan, promote, and recruit for the organization alongside the artistic staff and board.

Responsibilities:

1. Communicate effectively with directors, choristers, parents and the board
2. Schedule rehearsals and concerts as needed, including recording of concerts
3. Manage chorus files, music library, and concert attire
4. Maintain files on choristers, choir schedules, rehearsals, and performances
5. Plan and execute events, e.g. spring invitational concert, summer picnic
6. Utilize social media to promote the chorus, recruit members, and communicate effectively with all interested parties
7. Using Quickbooks, create annual tuition invoices for students, collect payments, apply to invoices, and work in conjunction with Treasurer to facilitate related banking activity
8. Serve as ex-officio member of the board for Buffalo Niagara Choirs, contributing to operational discussions affecting the organization

Minimum Qualifications:

- Musical knowledge and connections within the music community (2+ years)
- Experience working directly with students (2+ years)
- Computer skills for communication, data entry, accounting, and social media (knowledge of Facebook, twitter, mailchimp or willingness to learn and take responsibility for)
- Interpersonal skills to act as a liaison between the board, parents, choristers, and directors
- Track record of excellent and timely communications, written and verbal

Ideal Qualifications:

- Experience with and an affinity for utilizing social media for promotion and public relations
- Experience coordinating activities with different venues

Interested candidates should submit a cover letter, resume, and contact information by Jan. 18, 2019 to:

Kristen Smith
Artistic Director
bnycartisticdirector@gmail.com