



JOB DESCRIPTION

Chorus Operations Assistant

Nature and Scope

The Buffalo Philharmonic Chorus (BPC) is a non-for-profit organization dedicated to providing choral music for the Western New York area at the highest artistic level. The chorus performs some 15 concerts per season, mostly with the Buffalo Philharmonic Orchestra, with whom the BPC serves as its choral partner. The approximately 140-member chorus is governed by a volunteer board of directors and is artistically directed by its Music Director. Paid personnel for the organization include the Music Director, Accompanist, Managing Director, and approximately a dozen paid singers. The Managing Director executes day-to-day management of the chorus' administrative functions and carries out many strategic initiatives.

The Operations Assistant oversees all rehearsal and concert logistics and provides assistance to the Managing Director, Music Director, and Board of Directors in the chorus' operations relating to rehearsals, concerts, communication with the volunteer singing membership, general communications, and social media marketing. The incumbent is expected to work an average of 10 hours per week. Additional hours, not exceeding 20 hours, will be necessary during concert weeks, as the incumbent will be expected to attend all dress rehearsals and performances. The incumbent reports to and takes direction from the BPC Managing Director, and as needed, the Music Director and Board President. As such, the incumbent is expected to interact effectively with all personnel associated with the chorus, including chorus membership, the Managing Director, Music Director, Board President, and the Board of Directors.

Accountabilities

1. Attend weekly rehearsals and oversee all rehearsal logistics, including room set up and tear down for rehearsals at Daemen College or other locations, communicating with Managing Director and Music Director prior to rehearsals about any special rehearsal requirements, such as the use of smaller rooms for sectionals or re-auditions, giving announcements at rehearsals, preparing rehearsal seating charts, preparing attendance lists in Chorus Connection, and coordinating attendance taking with Section Leaders.
2. Attend conductor and orchestra rehearsals, and concerts at designated venues for the purpose of managing any backstage logistics required for such events, such as backstage room set up and singer communication.
3. Manage the logistics of season auditions for new and returning members. This includes managing audition sign up forms submitted online, scheduling singer times for auditions, communicating with auditioning singers, and managing day of logistics, such as greeting singers, answering any questions of auditioning singers, collecting any necessary paperwork from singers, and working closely with the Music Director.
4. Serve as the primary point of contact for active BPC membership. This includes in-person communication at rehearsals and concerts, regular email communication, and interaction with members through the member site, Chorus Connection.

5. Manage and update Chorus Connection on a regular basis. This includes updating and maintaining the rehearsal and concert schedule, updating Chorus Connection dashboard with weekly information, and uploading documents, such as board communications or music resources, as needed.
6. Work with the Marketing committee and Managing Director to create a strategic approach for annual PR and Marketing efforts to increase community awareness and concert attendance.
7. Schedule, plan, and draft social media posts for review and work closely with Marketing Committee chairperson to provide assistance on general marketing efforts.
8. Provide reasonable notice to the Managing Director, Music Director, or Board President of inability to attend a rehearsal or other scheduled appearance.
9. Provide general administrative support to Managing Director and Music Director.
10. Create and maintain annual season schedule.
11. Work closely with and assist music librarian to help oversee music library, music assignment and assembly, score procurement, and score returns.
12. Work closely with Concert and Rehearsal Production chairperson to coordinate all aspects of concert production, such as venue scheduling, chair setup, concert volunteers, etc.
13. Draft and send out weekly membership email newsletters.
14. Communicate effectively and professionally with the BPC's Managing Director, Music Director, singers, Board President, and the Board of Directors.
15. Support the BPC's published values of Commitment, Professionalism, Camaraderie, Artistry and Joy.

Qualifications

The incumbent shall possess the following minimum qualifications to hold the Operations Assistant position:

- A Bachelor's degree preferred, but not necessary
- Excellent organizational skills
- Strong written and verbal communication skills
- Strong interpersonal skills and an enthusiasm for working with people
- Proficiency with Microsoft Office and/or Google Docs software
- Ability to work from a home office
- Creative problem solver and strategic thinking skills
- A self-motivated approach to work

The incumbent should have a flexible schedule. Experience working in and knowledge of the non-profit sector is not required, but highly preferred. Interest in or knowledge of choral music is a plus. The Operations Assistant is required to attend regular rehearsals on Monday evenings during the concert season, as well as other evenings as the concert schedule dictates. Some work from a home office also is required. Occasional absences from the aforementioned commitments due to unavoidable circumstances are permissible as long as alternative arrangements are made with the Managing Director and/or Music Director ahead of time.

To apply, please send a current resume and cover letter to info@bpchorus.org