

NORTHWEST CHAMBER CHORUS

The Northwest Chamber Chorus of Seattle is seeking our next General Manager.

Celebrating its 53rd concert season in 2020–21, NWCC is an auditioned 45-voice ensemble, critically acclaimed for its compelling performances of the best classical choral music. The chorus rehearses September through early June on Monday evenings and presents an annual series of concerts in December, March, and June as well as community outreach performances. The chorus also periodically tours overseas. Rehearsals and most concerts take place at Phinney Ridge Lutheran Church. More information about the chorus can be found at <http://www.northwestchamberchorus.org>.

The choir's current staff includes Artistic Director Mark Kloepper, retiring Executive Director Betsy Brockman, and accompanist Ali Webb. The choir is a 501(c)(3) nonprofit organization governed by an eight-member Board of Directors including singers, community members, and former NWCC members. The choir's annual operating budget is approximately \$120,000. Revenues come from concert tickets and program ads, an annual fundraising drive and auction, singer dues, and grants.

The Position

The GM is responsible for managing all tasks associated with operations, marketing, and administration of the chorus, working in conjunction with the artistic staff, board, and volunteers. Ideally, the person hired will grow into the role of Executive Director, gradually taking on more responsibility for long-range and strategic planning toward organizational goals.

Candidates who are also singers and want to join the chorus are encouraged to audition but singing with the chorus is not required.

The General Manager reports to the Board of Directors and will handle the following key responsibilities:

Concert Promotion and Production

Manage all logistical and administrative aspects of concerts, including:

- Program design and printing
- Concert promotion through emails, mailings, posters, and social media
- Maintenance of media contacts; writing and issuing press releases
- Ensemble promotion

In conjunction with Artistic Director, oversee hiring/booking of:

- Concert recording engineers
- Guest artists
- Rehearsal, retreat, and concert venues

Development

Direct fundraising efforts, including:

- Bi-annual donor drives

- Annual spring auction (with auction chair)
- Grant applications and management
- Paid singing engagements

Administrative

- Collect payments for singer dues, music, CDs, retreats, etc.
- Maintain rehearsal and performance schedule
- Compile concert reports for grants and non-profit filings
- Complete music licensing reports and payments
- Maintain database of donors and mailing list
- Collaborate with BOD on budget reports, annual budgets
- Maintain financial records in Quickbooks
- Collaborate with DEI (Diversity, Equity, and Inclusion) committee toward goals
- Manage staff payroll and taxes

Volunteer Management

Oversee volunteers from within the chorus as well as community members, which may include the following:

- Auction chair
- Librarian
- Concert production manager
- Front of house manager, box office manager, and concessions manager
- Webmaster
- Retreat coordinator
- Wardrobe manager
- Program ad sales coordinator
- Community outreach coordinator

Desired Skills and Experience

The ideal candidate will be able to multitask and work independently, be detail-oriented and a fast learner with good time management skills. They will also have the ability to foster positive working relationships with the board, staff, volunteers, choir members, audience, vendors, and contractors.

The ideal candidate will have experience in most or all of the following areas:

- Non-profit organization management, including working with boards of directors
- Volunteer management
- Development, including grant writing
- Contracting
- Concert production and marketing
- Budget management and bookkeeping (Quickbooks experience preferred)
- Database management

Benefits and Compensation

The salary will be \$30,000 based on .75 FTE (30 hours per week.) This is a work-from-home position. Reimbursement for expenses such as office supplies, computer hardware and software, etc., is available. Hours are flexible, but some evenings and weekends will be required, especially around concerts weekends. Candidates should be available to start on or around July 1, 2021.

Application Procedure

Please submit a cover letter and resume to the hiring committee at NWCChiring@gmail.com no later than **March 31, 2021**.