

## **YOUTH CHOIR ADMINISTRATOR JOB DESCRIPTION**

### **ABOUT MID-COLUMBIA MASTERSINGERS**

Mid-Columbia Mastersingers was formed as "Consort Columbia" in 1986. Our mission is to *transform lives through the power of choral music*. We pursue our mission through a series of subscription concerts, symphonic choir performances, fundraising events, performances at various community events, and extensive outreach and education activities.

The MC Boys' Choir was formed in the fall of 2014 to fill a need identified by local area music teachers to provide an opportunity for young boys to sing. Now in its 4<sup>th</sup> year, MCM is planning to expand the Youth Choir program in 2018-19 to include a young girls' choir, and older choirs for both young women and young men.

### **RESPONSIBILITIES**

The Youth Choir Administrator will primarily focus on supporting the Youth Choirs and will take on specific additional duties for MCM by providing administrative support to the organization as time allows. The Youth Choir Administrator will help the administrative staff with general office help in the following areas and other general administrative duties as requested by staff. The Youth Choir Administrator will learn and be exposed to all administrative aspects of the organization, including logistical, financial, and marketing.

#### **A. Youth Choir Administration**

- Ensure student roster and information is current and up to date, communicating changes to the Youth Choir Artistic Director(s)
- Administer choir registration and emergency contact and waiver management
- Ensure compliance with child protection policy
- Responsible for communication with parents/families including but not limited to; rehearsal information/reminders, concert/performance information and reminders, answering questions as needed
- Responsible for scholarship processing and tracking
- Responsible for distribution of Youth Choir printed materials in a timely manner
- Responsible for collecting and putting together information for the Youth Choir concert programs
- Coordinate information and publicity at Youth Choir events and concerts
- Coordinate transportation needs for outreach events
- Facilitate and track ordering of uniforms, camp t-shirts, music, etc.
- Organize and facilitate special events
- Assist Youth Choir Artistic Directors in coordination of facilities for rehearsals and performances
- Assist Youth Choir Artistic Directors in event management for Youth Choir concerts leading up to, during and after the events
- Ensure effective tracking of progress, and regularly evaluate program components, so as to measure successes that can be effectively communicated to the board, funders, and other constituents
- Recommend timelines and resources needed to achieve the strategic goals
- Actively engage and energize MCM volunteers and parents
- Coordinate logistics for the Youth Choir summer camp
- Other duties as required to support the operation of the Mastersingers Youth



*Transforming Lives through the Power of Choral Music*

1177 Jadwin Ave  
PO Box 461  
Richland, WA 99352  
(509) 460-1766

**B. Marketing and Publicity**

- Produce publicity packets
- Facilitate and disseminate concert publicity to appropriate outlets
- Other duties as requested by the administrative staff

**C. Fundraising**

- Creatively engage and assist with Fundraising activities for the Youth Choir

**QUALIFICATIONS**

- experience with non-profits, youth organizations and/or community arts organizations
- ability to multi-task, prioritize, and make efficient decisions
- flexible and adaptable, detail oriented
- proficiency with a variety of computer programs to support administrative and marketing needs
- good communication skills

**HOURS AND COMPENSATION**

- This is an hourly position for an average of 5 hours per week January-June 2018
- Potentially leading into a larger role in Fall 2018 when the expansion launches
- \$12-\$16 per hour DOQ

**TO APPLY**

- Submit a resume and cover letter to [info@mcmastersingers.org](mailto:info@mcmastersingers.org)
- Anticipated start date is January 1, 2018

