



Grand Monadnock Youth Choirs
PO Box 54
Peterborough NH 03458

admin@GrandMonadnockYouthChoirs.org
www.GrandMonadnockYouthChoirs.org

Grand Monadnock Youth Choirs (GMYC) is the performance-based choral music education program for young singers in our community. Founded in 1997, **GMYC has grown to serve around 100 singers per year in ensembles rehearsing in Keene and Peterborough, NH. Singers come from 20 different towns throughout the Monadnock Region.** GMYC is a non-profit 501(c)(3) arts organization.

Administrative Coordinator – Part Time

Grand Monadnock Youth Choirs seeks to contract with a capable, creative, detail-oriented partner to coordinate administrative activities for our vibrant and growing organization. This project requires an average of 15 – 20 hours a week and offers a competitive rate of compensation.

The Administrative Coordinator provides oversight and day-to-day organizational management for Grand Monadnock Youth Choirs. Project duties include coordinating participant auditions and registration, maintaining the GMYC databases, ensuring rentals for rehearsals and performances, communicating with community partners, supporting the artistic Director, providing administrative support at performances, preparing press releases and other publicity materials, working closely with the organization's accountant and treasurer, practical implementation of the fundraising and marketing plans, and more. The Administrative Coordinator will have outstanding oral and written communication skills, have a passion for the importance of quality music education in the lives of young people, have a highly collaborative work style, be detail oriented, possess demonstrated skills in organizational operations, be able to take initiative, and demonstrated ability to balance long-term and short-term priorities.

Tasks and Responsibilities Include but not limited to:

- Coordinate and execute recruitment and auditions of singers with Artistic Director
- Print, distribute, collect, record, and organize singer forms and tuition from singers, and ensures receipts
- Organize and execute parent/family meetings concerning singer expectations, concert etiquette, fundraising, etc., with Artistic Director
- Manage and update Singer and Family Database, spreadsheet and email distributor
- Organize and execute fundraising and marketing plans with Board of Directors
- Develop and communicate fundraising plans and follow up with families, businesses, and donors

- Collect and track invoices, checks, donations, tuition, and other financials, and work with accountant to ensure timely deposits.
- Update donor database, manage donations, and prepare and send thank you letters
- Maintain and distribute Monthly Electronic Newsletter
- Oversee publicity actions such as press releases and distribution to local media outlets, audition flyer distribution, drive-by posters, and updates to websites and social media
- Order and stock administrative supplies as needed for office tasks, rehearsals/ concerts
- Coordinate and ensure printing of material such as audition flyers, concert posters, concert programs, tickets, palm cards, big posters, raffle tickets, enrollment forms, thank you letters, appeal letter materials, etc.
- Track and crate invoices for rehearsals and performance rentals
- Provide monthly administrative report to the Board of Directors
- Support and attend to the four main concerts per year, special performances/events

Skills and Requirements:

- Invested in the long-term health and growth of GMYC
- Excellent collaborator focused on the mission of the organization
- Excellent project management capabilities
- Highly organized, paying close attention to detail
- Clear and compassionate oral and written communication skills
- Ability to communicate effectively with a wide range of constituents
- Event planning skills and experience
- Self-motivated and able to recognize opportunities and step in as necessary
- Ability to work independently and as part of a team
- Ability to set and meet deadlines

Qualifications and Compensation:

- Bachelor's Degree plus 2 years of relevant work experience, or at least 5 years of relevant work experience
- Part Time year-long commitment based on 46 weeks per year
- Approximately 12 – 18 hours weekly depending on seasonal needs
- Flexible schedule, including the ability to work during occasional afternoon/evening rehearsals, and for occasional events on weekends
- Demonstrate commitment to the Monadnock Region
- Pro-active, flexible, and positive attitude
- Independent contractor submitting invoices for payment
- Competitive salary commensurate with experience

To apply, please send a letter of interest, resume, and the names and contact information for three professional references by January 17th, 2022 to Esther Rhoades at esther@GrandMonadnockYouthChoirs.org. Please include *Administrative Coordinator* and your first and last name in the subject line.