The Grand Monadnock Youth Choirs
Keene & Peterborough, NH
www.grandmonadnockyouthchoirs.org

The Grand Monadnock Youth Choirs (GMYC) is the performance-based choral music education program for young singers in our community. Founded in 1997, GMYC consists of over 100 singers in five youth ensembles from more than 16 towns in New Hampshire, Massachusetts, and Vermont. GMYC is a non-profit 501(c)(3) arts organization.

Administrative Coordinator

The GMYC Administrator is organized and engaged in leading chorus operations. The Administrative Coordinator provides strategic oversight and day-to-day organizational management. The Administrative Coordinator reports to the Artistic Director.

The Administrative Coordinator is responsible for managing auditions, rehearsals, performances, outreach programs, and special initiatives and special performances. The Administrative Coordinator maintains the organization's database of singers and donors, collects bills and receives forms. S/He works with the Treasurer to create and implement the program budgets.

The Administrative Coordinator has successful experience in organizational communication and is ready to work closely with co-workers, parents of singers, volunteers, and donors. S/he has a passion for the role of music in young people's lives and enthusiastically collaborates with artistic staff in developing excellence in choral music education.

Tasks and Responsibilities included but not limited to:

- Coordinate and execute recruitment and auditions of singers with Artistic Director
- Print, distribute, collect, and organize singer forms and tuition from singers, ensure 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 concert fundraising and marketing plans with Board of Directors
- Communicate fundraising plans and follow up with families and businesses
- Collect invoices and report to Treasurer
- Update donor database, manage incoming donations and ensure receipts

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- Maintain and distribute Monthly Newsletter, and create and maintain Choir Calendar
- Oversee publicity actions such as press releases, audition flyer distribution, drive-by posters, and updates to website and social media
- Order and stock administrative supplies needed for office tasks, rehearsals, and concerts
- Coordinate and ensure printing of materials such as audition flyers, concert posters, concerts programs, tickets, palm cards, big posters, raffle tickets, enrollment forms, thank you letters, appeal letter materials, etc.
- Track and create invoices for rehearsal and performance rentals
- Provide monthly administrative report to Board
- Support and attend the four main concerts per year

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
- Excellent 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:

- Bachelor's Degree plus two years of relevant work experience or at least five years of relevant work experience
- Demonstrated commitment to Peterborough and Keene communities
- Schedule flexibility, including the ability to work during night rehearsals and for events on weekends
- Pro-active, flexible, and positive attitude

Schedule, Terms, and Compensation:

- Part time position based on 46 weeks per year
- Approximately 15+ hours weekly depending on seasonal needs
- Independent contractor submitting invoices for payment
- Competitive compensation commensurate with experience