CHORALE MANAGER
CONCORD (NH) CHORALE – AUDITIONED COMMUNITY CHORUS

Job Description

Concord Chorale (Concord, NH) is seeking a part-time Chorale Manager to work closely with the President to oversee the management of Concord Chorale. The Chorale Manager represents the organization both internally and externally. Salary Range: $8,500 - $10,000.

Minimum Qualifications: Bachelor’s degree or three or more years of experience in a position with similar or transferable skills or in non-profit administration.

Preferred Skills: Database management, organization, communication, and time management.

The Chorale Manager oversees all aspects of Chorale business including the following:

1. Supports volunteers conducting Ad and Sponsorship Campaigns (mostly fall semester)
   a. Establish timelines, design forms, and oversee distribution of complimentary tickets
   b. Assist with receipt of ads, payment, sponsor logos, etc.
2. Manages Playbill production (two concerts)
   a. Coordinate all aspects of Playbill production
   b. Ensure receipt of content, delivery to designer/printer, and delivery to venue
3. Manages Database (Little Green Light) (ongoing)
   a. Maintain data of all constituent types
   b. Manage gift entry and acknowledgement and reconcile donations with Bookkeeper
   c. Coordinate with Fundraising Chair on all fundraising efforts
   d. Produce lists or reports, as needed
4. Supports Marketing and Communications (two concerts)
   a. Manage website and social media – postings, troubleshooting tech issues, etc.
   b. Ensure effective internal communication including weekly C-Notes and Member Portal
5. Supports Online and Paper Ticket Processes (two concerts)
   a. Establish timeline for Ticket development and distribution
   b. Develop needed forms and lists
   c. Assist with collection of ticket sales data
6. Oversees Administrative Processes (Ongoing with increase at concert times)
   a. Attend rehearsals periodically
   b. Attend board meetings and take minutes – eight meetings plus retreat
   c. Manage phone, email, and mail communication
   d. Support use of technology – Google Drive, Constant Contact, YouTube, Zoom, etc.
   e. Manage memberships and passwords

-- Additional information on back --
Qualified applicants, please submit the following to choralemanagersearch@gmail.com or to Elibet Chase, Concord Chorale, 131 E. Joppa Road, Warner, NH 03278:

- Cover letter that addresses capabilities and experience
- Resume
- References

Concord Chorale is an auditioned vocal ensemble, dedicated to excellence in the performance of choral music for the cultural enrichment and enjoyment of its audience and its members. Founded in 1969, the Chorale performs a wide variety of programs regularly in Concord, NH and has performed throughout New England, Europe and Canada. Chorale repertoire ranges from Renaissance to Contemporary literature, providing performance opportunities for professional and amateur New Hampshire vocalists.