

## **Choir Operations and Administrative Manager Position**

**Part-time/Hourly - approximately 5-10 hours/week starting at \$30/hour**



The Operations and Administrative Manager is responsible for the administrative, communication, and logistical functions of Cántico Singers. Ensures concerts, auditions, material distribution, and communications run smoothly and consistently. Works closely with the Artistic Directors and Board to serve as the operational hub of the choir.

### **Key Responsibilities:**

- Social Media and Marketing
- Website Maintenance and Calendar Management
- Choir Administration
  - Update member resources folder with scans of music, part tracks, etc.
  - Post concert videos to YouTube and manage YouTube channel
  - Maintain archive of concert recordings and publicity on Google Drive
- Program and Event Production Support
  - Schedule venues for concerts
  - Create printed concert program
  - Coordinate printing and pick up of publicity materials and concert program
  - Coordinate front-of-house activities for concert days
- Fundraising Support
  - Build and maintain an alumni database
  - Coordinate email campaign for donations

### **Required education and experience:**

- High school diploma or GED
- Three years of office and customer service experience or equivalent
- Experience in social media and basic website maintenance
- Proficiency with Google Drive, Dropbox, and YouTube

### **Desired skills and experience:**

- Highly organized and detail-oriented with strong written communication skills
- Self-starter who meets deadlines
- Familiarity with writing for social media, web, and promotional materials
- Able to create or follow systems
- Familiar with nonprofit and arts organizations (preferred)
- An interest in choral music (preferred)
- Entry-level knowledge of grant writing and grant administration

**Please submit cover letter and resume to [info@cantico.org](mailto:info@cantico.org)**

Cántico Singers is a vocal ensemble dedicated to high-caliber performances of choral music in a wide range of styles. Since 2008, we have brought together musicians from diverse backgrounds for an eclectic mix of repertoire. Rather than limiting ourselves by genre, we seek to share our passion for singing and make choral music fresh, compelling, and accessible to everyone.