

NORTHWEST CHAMBER CHORUS

The Northwest Chamber Chorus of Seattle is seeking an interim General Manager.

Celebrating its 55th concert season in 2022–23, NWCC is an auditioned 40-voice ensemble, critically acclaimed for its compelling performances of the best classical choral music. The chorus rehearses September through early June on Monday evenings and presents an annual series of concerts in December, March, and June as well as community outreach performances. The chorus also periodically tours overseas. Rehearsals and most concerts take place at Phinney Ridge Lutheran Church. More information about the chorus can be found at <http://www.northwestchamberchorus.org>.

The choir's current staff includes Artistic Director Mark Kloepper and Executive Director Carly Thornburg. The choir is a 501(c)(3) nonprofit organization governed by an eight-member Board of Directors including singers, community members, and former NWCC members. The choir's annual operating budget is approximately \$100,000. Revenues come from concert tickets and program ads, an annual fundraising drive and auction, singer dues, and grants.

The Position

This is a leave coverage position, from July 1, 2022 through December 31, 2022. The interim General Manager will be responsible for managing all tasks associated with operations, marketing, and administration of the chorus, working in conjunction with the artistic staff, board, and volunteers.

The interim General Manager reports to the Board of Directors and will handle the following key responsibilities:

Concert Promotion and Production

Manage all logistical and administrative aspects of concerts, including:

- Program design and printing
- Concert promotion through emails, mailings, posters, and social media
- Maintenance of media contacts; writing and issuing press releases
- Ensemble promotion
- Book caroling performances
- Audition sign ups and scheduling
- Oversee retreat planning (volunteer led)

Development

- Oversee fall donor drive (board volunteer led)
- Grant final reports and invoices
- Oversee fall auction procurement mailing (volunteer led)

Administrative

- Collect payments for singer dues, music, CDs, retreats, etc.
- Maintain rehearsal and performance schedule
- Complete music licensing reports and payments

- Maintain database of donors and mailing list
- Collaborate with BOD on budget reports
- Maintain financial records in QuickBooks
- Manage staff payroll and taxes

Volunteer Management

Oversee volunteers from within the chorus as well as community members, which may include the following:

- Librarian
- Concert production manager
- Webmaster
- Retreat coordinator

Desired Skills and Experience

The ideal candidate will be able to multitask and work independently, be detail-oriented and a fast learner with good time management skills. They will also have the ability to foster positive working relationships with the board, staff, volunteers, choir members, audience, vendors, and contractors.

The ideal candidate will have experience in most or all of the following areas:

- Non-profit organization management, including working with boards of directors
- Volunteer management
- Concert production and marketing
- Budget management and bookkeeping (QuickBooks experience strongly preferred)
- Database management

Benefits and Compensation

This is a leave coverage position, from July 1, 2022 through December 31, 2022. The salary will be \$1,700 per month based on .5 FTE (20 hours per week.) This is a work-from-home position. Reimbursement for expenses such as office supplies is available. Hours are flexible, and some evenings and weekends will be required, especially around concert weekends and Sunday afternoon board meetings.

Application Procedure

Please submit a cover letter and resume to the hiring committee at jobs@northwestchamberchorus.org no later than **May 31, 2022**.