

## Chorale Bel Canto Executive Director Job Description



Salary Range: \$21,000 - \$25,000 annually

Part-Time: 10-20 hours per week

### Job Tasks Include:

- Manage all Chorale Bel Canto communication including email, phone and US mail.
- Create and send e-newsletters to patron base at least monthly.
- Maintain singer roster and disseminate information to singers when needed.
- Submit and file all business-related correspondence for the organization.
- Manage services and renewals of post office box, liability insurance, royalty payments, web hosting, business phone account, etc.
- Prepare financial, administrative, and concert reports and present to the Board of Directors.
- Assist Music Director by handling correspondence with performance venues.
- Lead all grant processes including applications, reporting and tracking budgets related to the grants.
- Manage all ticketing for concerts including online event set-up, processing season tickets, managing online ticket sales and tracking attendance at performances.
- Maintain database of donor, patron and mailing records for the organization.
- Update donor information including cumulative donations for use in programs and other documentation.
- Coordinate and manage the creation and distribution of all promotional materials including brochures, concert programs, etc.
- Work with website administrator to maintain Chorale Bel Canto website and provide content to be posted on the site on a regular basis.
- Gather financial data from the organization's various financial management accounts including bank accounts, Arts-People, Square and PayPal and organize it for the treasurer and bookkeeper.
- Manage monthly financial records by working directly with the treasurer and bookkeeper.
- Make bank deposits when necessary.
- If the candidate is not a part of the Chorale Bel Canto ensemble, we require the Executive Director to attend the group's rehearsals and performances. This also includes making weekly announcements at rehearsals as needed.
- Attend monthly Board meetings, most held virtually, and the annual in-person Board retreat.
- Maintain all supplies including stationery and postage for the organization.

### Preferred Skills:

- Experience using computers including Microsoft Office, online forms and processes including Square, Arts-People.com, and web design if possible.
- Grant writing skills
- Music/Fine Arts background preferred, but not required.
- Organized and proactive mindset, attention to detail, and ability to adhere to schedules.
- Strong verbal and written communication skills.