

# Program Coordinator

## Cincinnati Boychoir



**Title:** Program Coordinator

**Reports to:** Artistic Director and Executive Director

**Status:** Part-time hourly, non-exempt, averaging 20 hours/week

**Schedule:** Primarily weekday evenings, with flexible weekday hours and some weekends. This position will be expected to travel up to 1-2 weeks per year.

**Type of Position:** Administrative

**Location:** Cincinnati, OH

**Application Deadline:** July 1, 2021

**Expected Start Date:** Early-mid August, 2021

## The Organization

Founded in 1965, the Cincinnati Boychoir serves male-identifying youth in grades 3-12 by offering a welcoming and safe space to express themselves and develop artistic and life skills through singing. We do this through weekly rehearsals, annual retreats and tours, and up to 20 performances each season.

## Mission, Vision and Values

The mission of the Cincinnati Boychoir is to enhance and deepen every boy's creative expression, community engagement, and cultural appreciation through the vocal arts. Our vision is to create an inclusive and welcoming environment for boys to develop their individual potential and become outstanding artists and leaders. We value artistry, personal growth, community engagement and cultural appreciation.

## Statement on Diversity, Equity, Inclusion and Access (DEIA)

We care about the holistic development of boys and young men in an environment that is welcoming, safe, and allows growth through artistic expression. When everyone has a voice at the table, we learn from each other, we develop empathy and understanding, we learn to support one another, and we become stronger as an organization and a community. Therefore, you should see us seeking, valuing, and growing from different perspectives as we recruit, welcome, program, perform and engage in our community.

For more information about the Cincinnati Boychoir, visit [www.cincinnatiboychoir.org](http://www.cincinnatiboychoir.org).

## Primary Responsibilities

### Parent/Family Communication:

- Serves as the primary conduit for communication for families on matters related to registration, enrollment, scheduling, performances, events, tours, fundraisers, and other matters as needed.
- Onsite resource at all rehearsals, concerts, tours, and other events, serving boys, families and artistic staff.

## Logistics

- Manages all registration, enrollment, and uniforms.
- Maintains singer and family records.
- Recruits, trains, and supervises volunteers, including choir parents and tour chaperones.
- Assists with scheduling rehearsals, performances and special events, and manages the production calendar.
- Manages onsite and backstage logistics for all rehearsals, performances and special events
- Assists with the planning and budgeting of non-artistic tour details, including transportation, meals, accommodations, and activities. Serves as Tour Coordinator, under the supervision of Artistic Director, on all tours.
- General office duties (i.e. answering phones, ordering supplies, managing inventory)

## Desired Skills and Characteristics

- Cultural competency to work with racially and ethnically diverse families
- Supportive of the mission of the Boychoir, ideally through personal or professional experience that demonstrates an appreciation of the arts and youth development
- A minimum of 2 years experience leading or managing teams or volunteers
- Strong attention to detail, and ability to juggle multiple tasks
- Excellent time management, organization and prioritization skills
- Experience working with children in a supervisory capacity
- Demonstrated ability to work collaboratively
- Excellent interpersonal, communication and diplomacy skills
- Working knowledge of Google Drive, Microsoft 365, social media platforms, and general aptitude for technology. Experience with Salesforce or other CRM platform is ideal, but not required
- Must be flexible to quickly adapt and address needs in high pressure situations
- Must be available and willing to work evenings and weekends Experience with choral or other music organizations is desirable, but not essential

## Compensation

\$19-22/hour, commensurate with experience.

## To Apply

Chosen candidate will be subject to a background check and will be required to complete Safe Child Training and adhere to our Safe Child Policy. For more information about this position, or to apply, send an email to [katie.macdonald@cincinnatiboychoir.org](mailto:katie.macdonald@cincinnatiboychoir.org). Applicants should include a resume and cover letter.