

**Position Description
Operations Director
Durham Children's Choir**

The Durham Children's Choir, celebrating its 13th season in 2016-2017, is an educationally based children's and youth choral program. Participants in Bel Canto, grades 5-10, learn healthy vocal technique, sight-reading, music history, and music theory while experiencing performance excellence using the philosophies and techniques of Carl Orff and others. Participants in Cantare, grades 2-4, learn good vocal singing habits, music reading activities, and basic performance skills in a fun, high-energy environment. Choristers form lasting relationships with other youth and develop a lifelong appreciation of music.

www.durhamchildrenschoir.org

Title:	Operations Director
Salary:	Commensurate with related experience
Education:	Bachelor's degree, focus in arts administration or education preferred
Location:	Durham, NC
Type:	12-month, part-time. Workload estimated 20 hours/month Grant submission, board meeting, and/or concert deadlines will impact workload.
Reports to:	Durham Children's Choir Board of Directors
Directed by:	Artistic Director
Director of:	Administrative Assistant
Works with:	Artistic Director; Administrative Assistant; Chair and Treasurer, Board of Directors; Choir Parents

An Operations Director is needed to oversee and manage the operational activities and community partnership efforts of the Durham Children's Choir's growing choral programs.

Duties/Responsibilities – May include, but not limited to:

Administration

- With Artistic Director, assist to plan, schedule, and maintain the concert season
- Coordinate all DCC events and performances on and off-site, including staff and volunteer coverage and transportation
- Supervise DCC Administrative Assistant and, as appropriate, contract employees
- Oversee communications to DCC staff, choir participants and their families, including frequent reminder emails and texts

- Gather and report relevant statistics for grant funding
- Coordinate volunteer help and ensure staff/volunteer recognition
- Oversee maintenance of contact databases (volunteers, singers and families, donors)
- Organize parent meetings
- Oversee photography, videography, and other documentation of DCC activity
- Manage and archive organizational documents
- Attend meetings of the Board of Directors and parent groups

Communication

- Lead communication and marketing/publicity efforts for seasonal performances and recruitment
- Create periodic communications compelling to existing or prospective chorister families, donors, and other partners
- Maintain and grow an active social media presence

Outreach

- With Artistic Director, identify and pursue strategic partnerships that expand community awareness of the choir
- Actively seek out performing opportunities for DCC in the Durham community
- Cultivate and maintain relationships with key personnel in Durham-area schools

Development

- Identify and draft applications for appropriate grant opportunities
- Prepare and submit interim and final reports as required by funders
- Train and support volunteers who assist development efforts
- Assist with other fundraising activities as directed

Experience – The ideal candidate will have the following experience and qualifications:

- Bachelor's degree, focus in arts, arts administration or education preferred
- Three years minimum employment in arts administration, education, non-profit, or other related industry
- Supervisory experience (employees or volunteers)
- Experience creating and maintaining budgets for different projects
- Computer skills, including Microsoft Word, Excel, MailChimp, and DropBox or other cloud file storage and sharing
- NC Driver's License, vehicle, and ability to attend evening and weekend meetings/functions as required
- Experience with constituent relationship management database (donor database) preferred

Personal Qualities

- Strong interest in music, arts education, and/or administration, particularly choral music and who loves working with children
- Teaching experience or background as an educator is useful
- Resourceful, self-motivated and flexible
- Adept at planning, organizing and follow-through while remaining highly energetic and focused
- Able to anticipate organizational needs
- Culturally respectful with ability to interact effectively with people of all ages, professions, and ethnic and socioeconomic backgrounds
- Demonstrate interpersonal skills that result in polite, courteous, and tactful interactions with public, parents, staff and board members
- Able to appropriately communicate up, down, and across an organization
- Committed to and enthusiastic about DCC mission and programs
- Outgoing, warm personality that can represent the core mission, vision and values of DCC
- Trustworthy and able to maintain confidentiality at all times
- Ability to work from home and independently with minimal direction and supervision

HOW TO APPLY

Letter of interest, resume, and contacts for two professional references are required.

Please submit materials by **October 15, 2016** to:

US Mail:

Durham Children's Choir
PO Box 61334
Durham, NC 27705

Email (single PDF file):

Courtney Thornton
President, DCC Board of Directors
chthornton123@gmail.com

The Durham Children's Choir is an equal opportunity employer.
Minority candidates are encouraged to apply.