ABOUT SAN FRANCISCO GIRLS CHORUS

The mission of the San Francisco Girls Chorus is to prepare girls and young women from diverse backgrounds for success, on stage and in life, through rigorous, empowering music education, and enriches Bay Area cultural life through innovative vocal performance.

Under the direction of Artistic Director Valérie Sainte-Agathe, the San Francisco Girls Chorus has achieved an incomparable sound that underscores the unique clarity and force of impeccably trained treble voices fused with expressiveness and drama. As a result, the Chorus vibrantly performs 1,000 years of choral masterworks from plainchant to the most challenging and nuanced contemporary works created expressly for them in programs that are as intelligently designed as they are enjoyable and revelatory to experience.

Each year, hundreds of singers from 45 Bay Area cities ranging in age from 4 - 18 participate in the SFGC’s programs. The organization consists of a professional-level performance, recording, and touring ensemble and a six-level Chorus School training program. A leading voice on the Bay Area and national music scenes, the Chorus has produced award-winning concerts, recordings and tours, empowered young women in music and other fields, enhanced and expanded the field of music for treble voices, and set the international standard for the highest level of performance and education.

ABOUT THE POSITION

Reporting to the Artistic Director (A.D.) the Director of Artistic Operations oversees all artistic operations and production for the San Francisco Girls Chorus Premier Ensemble and Chorus School. In addition to organizing and implementing all rehearsal, performance and tour details for the Premier Ensemble, and overseeing production needs for the Chorus School, this position will also partner with the Artistic Director on long-term season planning.

ESSENTIAL RESPONSIBILITIES

Season Planning
- Support the Artistic Director in annual season performance planning, with a focus on long term artistic projects and collaborations that align with the SFGC Strategic Plan.
- Research and pitch SF Girls Chorus to potential artistic partners that align with the performance plan developed with the Artistic Director.
- Maintain a timeline for all artistic activities, including the Artistic Director’s involvement in all aspects of the organization (fundraising events, contracted performances, school performances, etc).
Production Management

- Manage all contracted bookings for the Chorus School and Premier Ensemble, serving as the liaison with concert presenters to ensure all SFGC needs are met for engagements;
- Research and contract all venues for self-produced concerts, for Chorus School and Premier Ensemble,
- Contract all guest performers and instrumentalists, for the Premier Ensemble, and arrange for rentals/equipment/instruments needed for performances.
- Hire and oversee a Production Assistant, as assigned
- Create production schedules as needed, and oversee SFGC stage manager/production crew in pre-production and post-production, rehearsals and performances.
- Coordinate with other staff to ensure riser, instrument, and other equipment deliveries are set up for all Chorus School events and offsite bookings.

Premier Ensemble Rehearsal Management

- Develop rehearsal and performance schedules with the Artistic Director and distribute to all performers, along with scores.
- Be on-site for Premier Ensemble rehearsals with materials, as needed;
- Oversee chorister managers and maintain attendance records for all rehearsals and performances;

Meetings and Communications

- Attend administrative staff and faculty meetings;
- Generate all communications with performance ensemble members and families;
- Work with Marketing to provide PR information and/or materials for concert engagements, as well as provide content for the SFGC Postcard Series;
- Work closely with Chorus School admin staff to ensure all events are on a central calendar and accessible to parents, board, staff and others.

Tour Management

- Coordinate travel, accommodations, and other logistics for local, national and international tours.
- Communicate itinerary, schedules and tour requirements with singers and parents.
- Coordinate and supervise tour chaperones.
- Accompany tours and serve as tour manager, as assigned.

Budgeting

- In collaboration with the Artistic Director, create the annual budget for the Premier Ensemble and the annual performance season;
- Monitor expenditures throughout the year.

Bayview Campus Program Support

- Seek out partnerships within the community to assure the program’s sustainability over time, following Artistic Director’s vision;
- In partnership with the Director of Chorus School Operations, serve as a liaison between the rehearsal sites and SFGC;
Provide information to the Development department for grant applications regarding this program.

**POSITION QUALIFICATIONS**

- 5+ years of management experience, or an equivalent combination of education and related experience
- Experience in theater production and nonprofit performing arts, preferred
- Excellent communications skills—written, verbal, and interpersonal, with great attention to detail
- Ability to exercise tact, diplomacy, confidentiality, and great discretion in dealing with a variety of constituents
- Exceptional organizational and time-management skills; ability to balance multiple priorities in a fast-paced environment
- Collaborative team player with the ability to work independently, as well

The Director of Artistic Operations is a full-time, exempt position. In addition to regular business hours Monday through Friday, some weekend and evening hours during the year will be required for rehearsals, performances, meetings, and other events.

**BENEFITS**

The San Francisco Girls Chorus offers a compensation package that includes a competitive salary, unlimited paid time off, fully-subsidized medical, dental, vision, and long-term disability insurance, commuter benefit plan, and optional 403(b) retirement plan.

**TO APPLY**

Email cover letter and resume to Executive Director, Adriana Marcial at amarcial@sfgirlschorus.org. Include the job title in the subject line. No phone calls, please. The San Francisco Girls Chorus is an equal opportunity employer and does not discriminate on the basis of race, color, religion, gender, age, national origin, disability, marital status, or sexual orientation.