Oregon Repertory Singers Youth Choir Job Description

Title: Youth Choir Administrative Assistant
Reports To: Artistic Director, Oregon Repertory Singers Youth Choir
Status: Remote; Part Time; Flexible work week; $20/hour; Approx. 20 hours per week

*Hours may vary during concert/event times. Attendance at rehearsal may be necessary as projects require.* Annual COLA Increase; Full-time potential by July 2024

Summary:
The Youth Choir Administrative Assistant supports the Oregon Repertory Singers Youth Choir under the direction of the ORS Youth Choir Artistic Director. The primary role is to ensure efficient and successful choir operations by assisting in recruitment and registration efforts, special event coordination and management, and other day to day administrative tasks.

**Primary Responsibilities** include, but are not limited to, the following:

**Choir Administrative Assistant Duties (all grades and programs/locations)**

- Manage and track choir member information with the administrative staff and caregivers, including but not limited to: attendance, email and other contact rosters; voicing rosters, seating charts, etc.
- Support marketing material distribution to community locations and schools, assist in drafting recruitment efforts and emails.
- Attend all Youth Choir Committee meetings and support Youth Choir Committee Chair in their Board Meeting Reports
- Manage (or coordinate volunteers managing) the music library, making copies of e-print music, track folder rental and return, coordinate loaner folders, check out, check in, and filing of music throughout the season.
- Manage and distribute singer uniforms.
- Coordinate and execute choir retreats, choir socials, back-to-choir-night, tour, and special event logistics in coordination with Artistic Director.
- Coordinate parent and community volunteers for concerts, retreats, special events in conjunction with Youth Choir Committee lead, including volunteer background checks.
- Prepare printed/digital monthly newsletter in coordination with the Artistic Director.
- Monitor ORS website and provide necessary information and updates for Marketing Coordinator.
- Assist with content creation for concert programs, marketing materials, social media, etc.
- Coordinate all Summer Sing! logistics and camp execution, in coordination with Summer Sing! Camp Director, including full-time support during all weeks of camp.
- Support the launch of all new satellite locations in coordination with satellite instructor.
- Communication with singers, guest artists, or other artistic contacts as requested by the Artistic Director.
- Research, Launch, & Manage a new enrollment platform in coordination with ORS Administrative Team
- Other duties as assigned by the Artistic Director or ORS Administrative Team
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Experience and Qualifications

 Competencies and Qualities

- Proficient knowledge of Microsoft Office Suite and Google Suite.
- Valid Driver’s License, Insurance Coverage and access to a dependable vehicle.
- Interest in the performing arts, choral music, youth music education.
- Technology and internet savvy.
- Maintain confidentiality of all confidential information learned in the course of employment.
- Professional and appropriate demeanor at all times.
- Proper attendance and punctuality.
- Ability to multitask and meet deadlines.
- Dependability, accountability, and strong work ethic.
- Flexibility, creativity, and adaptability to various work environments, balancing team work and individual/leadership responsibilities.
- Ability to interact with a wide variety of personality types maintaining a positive outlook, respectful demeanor, patience, and enthusiasm.
- Interest in the performing arts, choral arts, music education, and/or nonprofit administration.
- Good sense of humor, patience, maturity and a "roll up your sleeves" attitude.

Physical Demands

Standing, sitting, walking, bending, stooping, reaching, kneeling. Must be able to safely lift up to 30 lbs.

Oregon Repertory Singers (ORS) does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, military status, or any other status protected by applicable law, in any of its activities or operations,. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.

Please submit cover letter and resume to office@orsingers.org. No phone calls please. Position open until filled.