

## Choir Executive Director Position Description

Would you like to be a key player with a vibrant music group? Schola Cantorum, a non-profit choir in its 59th season, is looking for a part-time Executive Director (ED) who will collaborate with the Artistic Director (AD) and Board of Directors to manage operations and ensure financial success.

### Duties

- Manage Schola's day-to-day operations
- Manage bookkeeper, and volunteer webmaster, music librarian, graphic artist...
- Assist AD in developing programs, performances, and other artistic activities
- Oversee all administrative and logistical activities related to performances
- Drive Schola's financial success including grant applications and donor management

### Skills and Knowledge

- Organize and manage multiple concurrent projects; prioritize work and meet deadlines
- Communicate effectively orally and in writing
- Leadership and delegation experience
- Events management: secure venues, produce flyers and programs
- Knowledge of publicity and marketing including social media
- Knowledge of business finance

### Other requirements

- Has California driver's license, insurance with appropriate limits, and willingness to use personal auto for occasional business use
- Carry moderately heavy material (25–30 pounds)

**Time Commitment:** 20 – 30 hours per week including attending some Monday evening rehearsals, all concerts (4 per year) and Monday Summer Sings (6 in July and August) and special events

**Compensation:** \$35 per hour

Send cover letter and resume to: [jobs@scholacantorum.org](mailto:jobs@scholacantorum.org)

More information at [Scholacantorum.org](http://Scholacantorum.org)