



## **Choir Manager - Job Description**

The Choir Manager will be engaged by the Christchurch City Choir Board to maintain and co-ordinate all aspects of concert management and day-to-day administration for the choir.

### **Skills Required**

- Organisational experience in arts administration with experience in event management preferred.
- Excellent verbal and written communication skills.
- Proficient in Microsoft Office Suite and MS Outlook, and website content management software.
- Demonstrated effectiveness at corporate fund-raising.
- Able to prioritise multiple tasks and proactive at meeting deadlines.
- Highly motivated and enthusiastic.
- Flexible attitude and actions.

### **Key Relationships**

- Liaising with the Music Director regularly.
- Liaising with the choir's treasurer and finance administrator in relation to any financial matters.
- Liaising with the choir's registrar in relation to choir rehearsals and attendance.
- Liaising with the choir's library volunteer in relation to music scores for the choir and musicians.
- Liaising with an appropriate board member in relation to funding applications.
- Liaising with the choir's stage manager in relation to staging arrangements for concerts.
- Liaising with board members as and when required.
- Internal stakeholders including choir members.
- External stakeholders, including life members and the Christchurch Symphony Orchestra.

### **Responsibilities**

The choir manager has the following responsibilities. The choir manager is not expected to do all of these things personally, but can encourage and co-ordinate volunteers to take on some of these responsibilities. In that case, the choir manager would retain an oversight role.

#### **Concert management**

- Work with the choir treasurer to prepare a concert budget and make recommendations to the Board for ticket prices.
- Prepare and negotiate written contracts for guest conductors, musicians and soloists. A Board member will sign these on behalf of the choir.
- Book the preferred concert venue, including for pack in, dress rehearsals, and pack out.

- Book rehearsal venues (working with the choir registrar), and arrange for a volunteer to open up and lock up etc.
- Work with the choir's library volunteer to arrange for the choir and musicians to have music scores for rehearsals and performance.
- Arrange any performance rights.
- Arrange for the recording of any concerts as required.
- Work with the stage manager to ensure risers, seats, lighting, sound, and instruments are available, and where appropriate that instruments are tuned (e.g. pianos).
- Arrange for the preparation and printing of a concert programme.
- Arrange for travel, transport, and accommodation for visiting conductors, soloists and musicians.
- Communicate relevant information to the choir about the concert, including uniform, ticket sales, rehearsal times etc.
- Oversee printing of tickets, and allocation of complementary tickets.
- Oversee cash handling of ticket sales.
- Arrange concert advertising, both printed and in social media, and using the email database.

#### Office management

- Manage choir service providers; contractors and volunteers.
- Manage choir office (e.g. photocopier, computers, telephones).
- Maintain clearly filed and accurate records to support all choir activities.

#### General choir management

- Keep choir up to date with rehearsals/performance information by producing a weekly newsletter, and other notices as required.
- Maintain records of membership through consultation with Registrar.
- Maintain databases as requested by the Board or the choir's Registrar.
- Keep Board updated as to progress and attend monthly board meetings.

#### Funding and sponsorship

- Work with a Board representative to prepare timely funding applications.
- Seek and obtain corporate sponsorship for the choir.
- Assist with choir marketing and concert promotion.