



Program Coordinator– Part-Time

The New Jersey Youth Chorus, founded in 1992, is an auditioned choral program for children in grades three through twelve. We provide quality music education that encourages young people's love and appreciation of choral music and nurtures their individual growth and development. Our ensembles perform at a variety of venues during the year and tour domestically and internationally each summer.

The Program Coordinator works directly with the Program Director to provide professional administrative support to our Ensembles, Artistic Staff, Executive Director, and the Board of Trustees. The Program Coordinator must have strong organizational skills, the ability to work both independently and as part of a small team, communicate clearly, be able to conduct research, problem solve, and coordinate multiple projects/events simultaneously. The ideal candidate is enthusiastic to learn all aspects of arts administration and non-profit management.

Responsibilities

Rehearsals

- Provide on-site support for Monday afternoon/evening rehearsals throughout the school year for five ensembles
- Setup/Cleanup of rehearsal locations, including setting up/putting away chairs and equipment
- Coordinate parent volunteers to help manage concurrent rehearsals, including monitoring signups for gaps in coverage, providing guidance and instructions at volunteer check-in, and assigning projects as appropriate
- Distribute and collect materials such as sheet music, musicianship aids, t-shirts, etc.
- Monitor and record rehearsal attendance, with assistance of parent volunteers and ensemble directors. Communicate attendance issues with the program director and ensemble director.

Events

- Work hand-in-hand with the Program Director, with support from artistic staff, in planning and implementing the seasons' calendar of events, including concerts, collaborations, workshops, camps, retreats, and tours
- Complete event planning tasks such as arranging transportation, venues, lodging, food, and activities as assigned
- Along with Program Director, attend and manage NJYC events as required, handling onsite logistics and volunteers, while providing quick and efficient assessment and action for any emerging situations
- Maintain ensemble calendars with up-to-date event logistics
- Participate in new season calendaring process, including research, recommendations, and pursuit of new performance opportunities

Administrative Support

- Maintain NJYC's extensive music library, including receiving, distributing, collecting, sorting, filing, and inventorying all sheet music.
- Be available for and responsive to parent inquiries at rehearsals and events/performances, emails etc.
- Support NJYC's operational, financial, marketing, and fundraising processes as needed

Essential Requirements

- Excellent oral and written communication skills.
- Must be organized, with the ability to manage time and priorities effectively.
- Ability to work autonomously and contribute positively to a small team.
- Computer literate with a high level of proficiency in Google platform and MS Office.
- Candidates with a tertiary qualification in music or another arts subject and/or work experience in the arts or related fields will be prioritized in our selection process.

Hours

12-15 hours per week, up to 20 hours as needed. Mondays 3-9pm onsite. Some weekend event coverage will be required.

Location

New Jersey Youth Chorus office and rehearsal space is located in Chatham, NJ. Some travel throughout New Jersey and occasionally beyond may be required. Job is a combination of onsite support and remote work.

Salary

\$18-22 hourly, commensurate with experience

Please submit cover letter and resume to: personnel@njyouthchorus.org