



## **JOB DESCRIPTION**

Reserve Chorus and Littlest Angels Administrator

### **Organization Description**

The Singing Angels, founded in 1964, is a registered 501 (c)(3) nonprofit dedicated to youth development through the highest level of artistic achievement in the performing arts. The mission is to engage youth from all communities in quality music and performing arts education that teaches teamwork, builds confidence, and provides a foundation for life.

### **Principal Function**

The Reserve Chorus (RC) and Littlest Angels (LA) Administrator is responsible for the daily administrative tasks associated with running the Reserve Chorus and Littlest Angels chorus.

### **Position**

Part-time, position rate of pay is \$12 an hour, 16 hours a week. Extra hours may occur the weeks of the Benefit Concerts, staff retreat, and extra Sunday rehearsals (once a semester).

Office hours will vary weekly, Monday – Friday. Weekend hours during Semesters, Saturday 9 am – 3 pm and Sunday 1 – 3 pm (twice a year).

### **Job Duties**

- Research and help establish a Teacher Advisory Board
- Travel to local schools to build relationships with music educators
- Create new initiatives to increase enrollment
- Attend all Reserve Chorus and Littlest Angels weekly rehearsals and scheduled concerts
- Serve as the liaison for RC/LA parents and students
- Manage rehearsals, concerts, solo practices, and evaluations with RC/LA Music Directors and Musicians
- Coordinate communications with RC/LA parents
- Prepare and manage Singing Angel Audition Days
- Coordinate music reading classes with RC Music Directors
- Input data into Donor Perfect
- Facilitate RC/LA orientation meetings
- Coordinate RC/LA concerts with venues
- Manage RC/LA volunteers

## **Qualifications**

- Strong organization and communication skills
- Management Skills
- Ability to communicate effectively with both adults and youth
- Computer skills in Microsoft Office, Data Entry, Social Media
- College degree preferred
- Reports to the Artistic Director

## **Position Location**

The Singing Angels office and rehearsal studios are located at 3615 Euclid Ave., Cleveland OH 44115 (Masonic Auditorium).

## **Application Submissions**

Send cover letter and resume to:

Holly Harris  
Executive Director  
The Singing Angels  
3615 Euclid Ave., #4  
Cleveland, OH 44115

Or email: [holly@singingangels.org](mailto:holly@singingangels.org)

Application deadline: June 30, 2017