



CAMBRIDGE CANTARE and RECRUITMENT MANAGER

15 hours per week

As of September 2022

TBD, Director

START DATE

September 2022

LOCATIONS

- St. James' Episcopal Church, 1991 Mass Ave., North Cambridge

HOURS

- **On-site: Tuesdays - 3:45-6:30 pm**
- **Remote: 12 consistent additional hours during normal business hours (Monday-Friday).**

AREAS OF RESPONSIBILITY

1) REHEARSALS - ON-SITE

- **On-site: Tuesdays - 3:45-6:30 pm**
 - Make sure the door is unlocked if appropriate
 - Help set up the room with singers
 - Check in with the director to address any particular issues
 - Greet families and check-in singers
 - Track attendance
 - Assist Director in class when needed
 - Be the go-to person for a singer's special needs or for calling home (contacting parent or caretaker)
 - Put everything away neatly with the help of staff and singers after rehearsals
 - Take photos of anything left behind and send them to parents for identification
 - Turn off lights, close and lock windows and doors, and lock the building
 - Be the last to leave after all singers are picked up (see above)

2) ADMINISTRATIVE - REMOTE

- Serve as the primary contact for families, and get to know each singer individually
- Send out weekly e-newsletters to families
- Take photos and short videos and share them with Artistic Director and Managing Director
- Contact families about outstanding payments as requested by Managing Director
- Keep registration information up-to-date
- Call any singer's family who is more than 10 minutes late, record absences and reasons
- Let Managing Director know of changes to the main registration
- Create and maintain calendars (classes and concerts) with input from the Director - post online
- Help organize concerts, attend on-site and recruit parent volunteers for each event
- Organize logistics of two main concerts (mid-season, season finale, and other performances or social events)

3) MANAGE TEACHING FELLOWS - ON-SITE AND REMOTE

- Meet with individual Teaching Fellows as needed
- Coordinate training and evaluations with the Boston Programs Manager
- Provide direction and support during rehearsals
- Serve as the primary contact for Teaching Fellows (absences, questions)

4) RECRUITMENT - REMOTE

- OF MEMBERS FOR ALL PROGRAMS IN BOSTON AND CAMBRIDGE AND PERFORMANCE OPPORTUNITIES

- Recruit new members for all programs in Boston and Cambridge via online messaging, outreach to schools, community centers, and other groups
- Goal - add ten new members to each program
- Schedule auditions/placement sessions - in person and virtual
- Help recruit outside performances and collaborative opportunities
- Provide weekly updates to Artistic and Managing Directors

5) Other responsibilities as needed.

PLEASE NOTE - Position subject to change based on enrollment.

REQUIREMENTS

Applicants must be

- exceptionally well organized,
- proficient in Word and Excel [in use of documents and spreadsheets in GoogleDrive],
- able to work independently,
- willing to engage with other staff members and as a team player
- enjoy working with children and families
- multi-task.
- Must be available on other evenings and weekends on occasion.

HOW TO APPLY

For immediate consideration please email a letter of interest and resume to Managing Director at melissagraham@bostoncitysingers.org. Deadline September 15, 2022

No phone calls please

BOSTON CITY SINGERS IS AN EQUAL OPPORTUNITY EMPLOYER.

Boston City Singers urges all to apply. We are committed to the principle of equal opportunity in education and employment. Boston City Singers does not discriminate against individuals on the basis of race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, ancestry, or national or ethnic origin in the administration of its employment and admissions policies and will not discriminate on the basis of race, ethnicity, religion, color, national origin, sex, gender and gender expression, sexual orientation, age, veteran status, disability status, or any other applicable characteristics protected by law.

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MISSION

Boston City Singers and its Cambridge Children's Chorus division provide the highest level of musical training and extensive performance opportunities to children and young people of all ages designed to inspire personal development, emphasize teamwork, celebrate diversity, and foster goodwill.

BACKGROUND

Boston City Singers and its Cambridge Children's Chorus division unites children and families from all neighborhoods, ethnic, and socio-economic groups through the power of music. We provide comprehensive music training to children and youth in inner-city and neighboring communities. We believe that by exploring the world of singing, our singers develop more decisive leadership and teamwork skills, experience the power of self-esteem and self-discipline, and enjoy the beauty of artistic expression.