



PROGRAMS ADMINISTRATIVE MANAGER and SCHOOL OUTREACH ASSOCIATE
Full-time hybrid position
Supporting Boston-based programs in Dorchester and Jamaica Plain

Boston City Singers provides the highest level of musical training and extensive performance opportunities to children and young people designed to inspire personal development, emphasize teamwork, celebrate diversity, and foster goodwill worldwide. Since 1995, we have been serving singers ages 4 - high school in the urban neighborhoods of Dorchester, Jamaica Plain, and North Cambridge. With a focus on inclusion, access, and social justice, we are known for our family atmosphere, where diversity of all kinds is acknowledged and welcomed.

Timeframe

Annually from August 15 - June 6

Hours ((Note: Boston City Singers does not maintain administrative offices)

A. On-Site - Mandatory

- Dorchester - Tuesdays, 6:00 - 8:30 and Wednesdays 4:30 - 6:30 pm
- Jamaica Plain - Saturdays - 8:30 - 10:30 am
- Chorus Performances - 8 - 10 performances occur throughout the year, typically evenings. Dates TBD

B. Virtual

- as needed

In-Person Locations

- Epiphany School, 154 Centre Street, Dorchester 02124
- Hope Central Church, 85 Seaverns Ave., Jamaica Plain, 02130
- Performance locations TBD
- Recruitment schools

Reports to

Program Directors / Managing Director

Position Expectations

I. PROGRAMS ADMINISTRATIVE MANAGER - Hybrid

IN-PERSON PORTION

- Plan and attend all rehearsals and performances in association with Directors for Dorchester and Jamaica Plain programs.
- Develop rapport with singers and their families.
- Determine who might need outside assistance in association with Directors and Teaching Fellows. Be aware of adverse issues - withdrawal, depression, poor attendance, school problems, and inability to concentrate.
- Assist Directors in rehearsal activities as requested.
- Manage choir members to prepare and clean spaces before and after rehearsals and performances.
- Track singer attendance and follow up with those who are absent via email, text, or phone call.
- Help manage storage areas.
- Organize music and materials at the request of the Director.
- Assist in managing singer assessment in association with the Director.
- Serve as the organization's representative at 3-4 special events annually per request during atypical hours to foster positive relationships and encourage recruitment.
- Manage Teen Mentors associated with the programs, provide support, and track hours.
- Assist with off-site performances.

VIRTUAL PORTION

- Provide administrative support for Wednesday and Saturday programs and outreach activities.
- Confer with parents/caregivers and other staff members regarding student progress.
- Encourage word-of-mouth recruitment by members and families.

- Use Concert Logistic Template to manage and communicate performance logistics.
- Maintain annual rehearsal and performance calendars.
- Weekly eNewsletter - Plan, write, produce, and distribute for all Dorchester and Jamaica Plain programs.
- Keep an inventory of Dorchester and Jamaica Plain programs' clothing.
- Manage singer assessment in association with the Director.

II. RECRUITMENT - Hybrid - For new members in all programs and performance opportunities.

- Build rapport with the parent community through communications and special events by arranging and implementing parent coffees, book swaps, etc.
- Recruit new members for all programs in Boston and Cambridge via online messaging, outreach to schools, community centers, and other groups. Arrange meetings with music teachers to encourage recruitment through in-school placement sessions.
- Goal - add an average of 30-40 new members per school year. Meet with a minimal of one school in target areas each week
- Schedule auditions/placement sessions - in-person and virtual
- Help recruit outside performances and collaborative opportunities
- Provide weekly updates to Artistic and Managing Directors

III. OTHER RESPONSIBILITIES AS NEEDED.

Applicant Key Competencies

- Bachelor's degree with a minimum of 2 years of nonprofit or business experience
- Experience with Creative Youth Development programs and appreciation of Boston City Singers' mission and vision
- Two years experience with youth work - providing guidance and role modeling to members
- Enjoy working with children and families
- Available on the hours noted above. Other evenings and weekends on occasion.
- Excellent writing and organizational skills
- Flexible with time availability
- Exceptionally well organized
- Proficient in Word and Excel [in use of documents and spreadsheets in GoogleDrive]
- Goal oriented
- Ability to work effectively with families, educational programs, and community members
- Sense of humor and ability to work in a dynamic and fast-paced environment
- Establish and maintain effective working relationships
- Is reliable and punctual
- Able to work independently
- Able to multitask

Compensation

\$45,000 - \$55,000 commensurate with experience

Work Authorization

Current authorization to work in the United States is required. Candidates must be authorized by their first day of employment.

To Apply

Email your cover letter and resume to melissagraham@bostoncitysingers.org with the subject "Program Manager." Interviews will be held on a rolling basis. No phone calls, please.

Boston City Singers is an equal-opportunity employer and encourages candidates of all backgrounds to apply for this position. Boston City Singers does not discriminate in its programs, facilities, or employment or educational opportunities on the basis of race, color, age, disability, homelessness, sex/gender, gender identity, religion, national origin, ancestry, sexual orientation, genetics, or military status, and does not tolerate any form of retaliation, or bias-based intimidation, threat, or harassment that demeans individuals' dignity or interferes with their ability to learn or work or any other characteristic protected by federal, state, or local law.