



Choir Manager Job Description

About TCC: Trenton Children's Chorus is a 28-year old, award-winning nonprofit organization providing exceptional musical, academic, social, and personal opportunities for young people in the Greater Trenton Area. TCC's mission is to empower the academic, social, and spiritual lives of children through artistry in music. TCC began as an entirely volunteer-run organization with 11 children in its first year. Today's program serves 150 singers in grades K-12. TCC offers choral music education and performance opportunities as well as drumming and keyboard instruction, music theory instruction, tutoring, homework assistance, PSAT and SAT prep, college application help, summer camp placement, and educational scholarships. No child is ever denied participation because of limited resources. In an urban area where the high school drop-out rate over 20 percent, 100% of TCC graduates attend college. TCC has performed at the White House for President and Mrs. Obama, United Nations, National Cathedral, Library of Congress, Princeton University, in concert with Bobby McFerrin and Dave Brubeck, and for corporate, community, church and private events in the greater Trenton area.

Job Summary: The Choir Manager serves as primary TCC liaison with parents, participants, and schools establishing and maintaining effective communication and building enduring relationships across all programs. The Choir Manager is available as a resource for answering questions or resolving issues, ensuring that TCC policies support a healthy and thriving choir community.

This is a part-time salaried position, paid on a 9-month basis. The time commitment is approximately 20 hours per week during the school calendar year. The Choir Manager is additionally expected to be on-site for all regular choir rehearsals on Tuesday and Thursday afternoons, during Learning Academy on Wednesday afternoons, and at other events and performances as necessary.

Specific Responsibilities:

- Establish and maintain positive working relationships with parents, participants, staff, schools, and community partners, both internally and externally, to achieve the goals of the organization
- Ensure that parents and choristers have up-to-date information on events and activities
- Supervise choristers during rehearsals, Learning Academy, and performances, and when TCC provides transportation to off-site concerts
- Manage disciplinary matters, collaborating with TCC staff, administration and parents as appropriate
- Document behavioral incidents according to TCC policies, if so warranted
- Inventory and manage uniforms: order new uniforms when necessary, develop appropriate records for distribution and collection of uniforms, and collect uniforms at the end of the year
- Demonstrate experience handling sensitive information with discretion, integrity, and honesty, consistent with organizational standards and values
- Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques
- Anticipate, understand, and respond to the needs of internal and external clients to meet or exceed their expectations within the organizational parameters
- Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.

- Positively influence all stakeholders to achieve results that are in the best interest of the children and organization
- Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization
- Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem
- Collaborate with staff and community members to provide enrichment activities for choristers during pre-warmup time
- Assist Operations Manager with selection and supervision of Rehearsal Assistants
- Assist with after school transportation, summer camp placements and Leadership Training

Qualifications: Trenton Children’s Chorus seeks candidates with a passion for working with children and helping them realize their full potential. Qualified candidates will model the following:

- effective oral and written communication skills
- meets deadlines and can multitask under pressure
- work independently and with other staff and board members
- possess strong organizational skills and a positive attitude
- ability to work effectively as a member of a team, with warmth and humor
- interest in mission and making a difference in the greater Trenton community
- able to anticipate potential setbacks and come up with appropriate and creative solutions to issues that may arise.

Requirements:

Bachelor degree preferred. Reporting to the Executive Director. Experience working in the field of education or youth development is preferred.

Compensation:

Salary is competitive and commensurate with education and experience.

To Apply:

Please send resume and cover letter with salary requirements to Linda Helm Krapf, Executive Director, at linda.helmkrampf@trentonchildrenschorus.org.

Posting Expiration Date: April 30, 2017