



## **Fort Wayne Children's Choir seeks Operations Coordinator**

**Date posted:** August 5, 2024

**Location:** Fort Wayne, IN

**Web page:** [fwcchoir.org](http://fwcchoir.org)

The **Fort Wayne Children's Choir (FWCC)** seeks an Operations Coordinator to contribute to the mission of the organization. The FWCC is searching for a highly organized, energetic individual committed to supporting the work of the organization.

The Fort Wayne Children's Choir has been a vibrant part of the Northeast Indiana community for over 50 years and teaches music literacy to children from diverse backgrounds through song and performance. We do this through several programs, serving children 0-18, and we encourage applicants to familiarize themselves with these programs from our website.

### **Position profile:**

The successful candidate will be a strong communicator, with exceptional organizational skills, and exhibit a passion for working in the arts. They will invest time both in and out of the office and be visible in the community. The Operations Coordinator is a part-time position, working 8-15 hours/week on Mondays and Tuesdays. Rehearsals, meetings, concerts, and special events occur outside of regular business hours. There is an opportunity for the position to grow into a full-time role in the future.

### **Job Summary:**

The part-time Operations Coordinator will focus on retention of students through communications with FWCC families, facilitating the day-to-day operations of our programming, and implementing a new constituent management software program. This position requires a strong commitment to the FWCC's mission and programs. The successful candidate will possess strong communication, time and project management, and creative problem-solving skills. The successful candidate will have the ability to work independently and in a team setting.

### **Responsibilities & Duties:**

- Implement family communications plan, including calendars, parent sections of the website, and other communication pieces in coordination with FWCC Administrative Staff.
- Create and implement singer retention plan, in collaboration with the FWCC Administrative Staff.

- Maintain singer/family data through constituent management software program.
- Schedule annual singer-parent conferences.
- Coordinate FWCC singer annual recognition program with Executive Artistic Director
- Arrange and coordinate logistical components of summer camp, singer retreats, exchanges, workshops, and singer conferences with Artistic and Administrative staff.
- Schedule and conduct introductory parent meetings for ensembles in collaboration with the Executive Artistic Director.
- Assign volunteer roles in coordination with the administrative staff.
- Coordinate on-site concert logistics in conjunction with the Executive Artistic Director, including riser moving, site visits, additional equipment, etc.
- Attend dress rehearsals, concerts, and performances.
- Catalogue and maintain singer and parent rosters for staff use.
- Oversee tidiness of FWCC office and storage spaces.
- Work in-office on Mondays & Tuesdays at a minimum.
- Manage uniforms: new orders and used uniform inventory/sale.
- Other duties as assigned.

#### **Compensation and Benefits:**

Compensation is \$20/per hour for this part-time position (8-15 hours/week on Mondays and Tuesdays). There is an opportunity for the position to grow into a full-time role in the future. Funds for professional development are available. Additionally, tuition towards FWCC student registration is available for dependent children.

#### **Qualifications:**

- Experience in multiple software platforms including Word, Excel, Google Suite, etc.
- Willingness to work as a member of a team
- Excellent communication, interpersonal, administrative, and collaboration skills
- Ability to prioritize tasks with competing needs
- Experience in the non-profit sector (preferred)

#### **Application procedure:**

The position will remain open until filled. Review of materials will begin August 19, 2024.

Candidates must submit the following materials electronically in PDF format:

1. Cover letter
2. Resume
3. Three references

Email to: Jonathan Busarow, Executive Artistic Director, [jbusarow@fwcchoir.org](mailto:jbusarow@fwcchoir.org)

Please state **Operations Coordinator Search** in subject line of the email.

Questions may be directed to Jonathan Busarow, Executive Artistic Director, at (260) 481-0481 or via email at [jbusarow@fwcchoir.org](mailto:jbusarow@fwcchoir.org).