



**POSITION AVAILABLE:** Operations Manager

**BACKGROUND:** Westrick Music Academy provides opportunities to grow in a supportive, inclusive, and joyous environment through the experience of musical excellence.

Founded in 1989 as Princeton Girlchoir, Westrick Music Academy is now the home of both PGC, the area's premier training and performance choir for girls, and its new brother program, Princeton Boychoir. The choirs present music from a wide array of genres, conductors and composers. While honing their musicianship, our choristers begin life-long friendships, enjoy professional performance opportunities, and travel the world. Choristers in third through twelfth grade come from towns throughout Central New Jersey and Eastern Pennsylvania to rehearse each week from September through May, performing in approximately 40 concerts and events throughout the year. The groups have been honored to perform in prestigious concert halls across the country and around the world. In addition, Westrick Music Academy continues to grow new music education and performance opportunities for students of all ages and backgrounds.

**POSITION SUMMARY:** Major responsibilities include management of the non-musical aspects of the choirs, including coordination of rehearsals and performances, recruitment, training and management of volunteers, and developing and nurturing relationships with the students and families in our choirs and education programs. Reports to the Executive Director, works closely with Artistic and Education Directors.

**RESPONSIBILITIES:**

- Oversee logistical planning and implementation of programs: classes, rehearsals, performances, recruiting, auditions, education programs, etc.
- Produce and manage self-produced concerts, tours, and other special events, as well as providing assistance as needed for participation in events arranged by other organizations.
- Work with venues to secure dates and contracts, assist in arranging guest artists, and produce program books and recordings as necessary.
- Manage all backstage concerns during performances and dress rehearsals to ensure a successful performance experience for audience and choristers.
- Assist in coordinating travel plans as needed for day and/or overnight tours and travel with choristers as needed to act as performance and/or tour manager.
- Assist in creation of marketing materials as needed.
- Manage all internal communications to provide choristers and families with clear operational information in a timely manner, including the maintenance of correct and up-to-date information on websites and internal communication apps.
- In coordination with the Family Association, recruit, manage, train, and retain family volunteers. Assist in organizing social events as necessary.
- Manage logistics for the audition and registration process from scheduling and publicizing dates to communicating results and managing registrations.
- Lead volunteer management of uniform fittings, ordering, and maintenance as needed.

- Maintain a well-organized music library, ordering music as necessary. Manage the cataloging, distribution and collection of music, tracking and invoicing for any music that is not collected.
- Assume administrative responsibilities as assigned by the Executive Director.

**QUALIFICATIONS:**

- Associate's degree or equivalent. Bachelor's degree preferred.
- 2-3 years direct experience in youth development and previous performing arts management experience preferred.
- Experience in “soup to nuts” project management, including planning, budgeting, managing staff/volunteers, execution and financial tracking.
- Ability to move from big picture ideas to the details of implementation and back again, adjusting programs and activities as conditions or feedback require.
- Excellent written and oral communication skills and outstanding interpersonal skills required.
- Administrative and computer skills, including strong background and knowledge of Microsoft Office (Word, Publisher, Excel) required.
- Ability to work with youth and families from a variety of backgrounds required.
- Ability to work both independently and as a member of a team, as well as lead teams of children, volunteers and peers required.
- A passion for music and singing, and knowledge of arts management a plus.
- The right candidate will be a capable, independent worker with strong entrepreneurial spirit, and the ability to work in a fast-paced, changing environment.

**REPORTS TO:** Executive Director, works closely with Artistic Director.

**POSITION DETAILS:** Part-time, approx. 20-hours per week to start, including some evening and weekend events, rehearsals, and performances. It is very likely the position will grow to full-time within a year if desired by the applicant. Salary approx. \$20/hour, DOE.

**TO APPLY:** Please send cover letter and resume to [jobs@WestrickMusic.org](mailto:jobs@WestrickMusic.org) and reference Operations Manager in the subject line.

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