



**POSITION AVAILABLE:** Rehearsal Coordinator

**POSITION SUMMARY:** Assists in rehearsal management on a weekly basis and at concerts as needed. May also have project-based assignments based on experience and desired areas of growth. Reports to Executive Director, works closely with 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.

**RESPONSIBILITIES:** The Rehearsal Coordinator's tasks will include some or all of the following:

- Assists in management of weekly rehearsals, including tracking attendance, distributing and collecting music, and assisting directors and volunteers as needed with administrative tasks.
- Cooperate with parent volunteers in executing choir activities.
- Assist in monitoring chorister drop-off and pick-up as needed.
- Support the WMA office with music library maintenance, data collecting, database management, marketing, development, events management, etc. as needed within the schedule.

**QUALIFICATIONS:**

- A passion for music and the arts is a plus.
- Excellent written and oral communication skills and outstanding interpersonal skills required.
- Strong organizational skills and exceptional attention to detail are a must.
- Demonstrated ability to work independently and as a team.
- Ability to work with youth and families from a variety of backgrounds required.
- This position requires a successful background and reference check.

**HOURS:** Part-time, Monday, Tuesday, Wednesday, and/or Thursday evenings between 5:00pm and 9:00pm, depending on the day. Some other evening and weekend work may be requested for events.

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

*WMA does not discriminate in its hiring, compensation, or other employment practices on the basis of disability, race, color, gender, age, national origin, religion, creed, sexual orientation, gender identity, marital status, or any other basis prohibited by law.*