



Announcement of Open Position: Full-Time Chorus Manager

The Greater Dallas Choral Society invites applications for the **Chorus Manager** position.

About Greater Dallas Choral Society

The Greater Dallas Choral Society for children and youth (GDCS) is the premier choral organization for singers in grades 4–12 throughout the Dallas–Fort Worth area. Founded in 2022, GDCS carries forward the legacy and mission of the Children’s Chorus of Greater Dallas (1997–2022), providing children and youth with an experience in choral artistry in a group that reflects the diversity of the Dallas metroplex.

A nationally recognized organization, GDCS proudly serves as the **official children’s chorus of The Dallas Opera**. Singers from GDCS’s Ensembles Program frequently perform with leading Dallas-based arts organizations, including the Greater Dallas Youth Orchestra, Orpheus Chamber Singers, Dallas Winds, The Dallas Opera, and others.

GDCS’s five choral ensembles and Summer Singing Camp engage more than **350 children and youth from 35 communities** within a 35-mile radius of downtown Dallas. Each season, more than **3,500 patrons attend GDCS concerts** at the Morton H. Meyerson Symphony Center.

To learn more, visit www.dallaschoralsociety.org.

Position Summary

Greater Dallas Choral Society seeks a proactive, full-time **Chorus Manager** with strong organizational, communication, and relationship-building skills. The Chorus Manager oversees the **non-musical operations** of GDCS ensembles, supporting rehearsals, performances, communications, and administrative processes.

This role serves as a primary point of contact for GDCS families and plays a key role in ensuring the smooth day-to-day functioning of the organization’s programs.

Work Environment

GDCS is a collaborative, mission-driven organization that values professionalism, creativity, and strong relationships with singers and families. Staff members work closely together to create a positive and supportive environment for young musicians.

Key Areas of Responsibility

The Chorus Manager supports GDCS ensembles in the following areas:

1. Rehearsal and program administration
2. Performance and concert logistics
3. Internal and external communications
4. Office and operational support

1. Rehearsal and Program Administration

- Coordinate logistics for rehearsals, auditions, performances, and education programs.
- Manage the audition and registration process, including scheduling, publicizing dates, attending auditions, communicating results, tracking tuition, and maintaining accurate roster records.
- Assist with the tuition assistance process, including compiling materials, preparing award letters, and tracking payment plans.
- Maintain attendance records and enforce attendance policies, communicating regularly with families and conductors.
- Purchase and organize non-music supplies for all choruses.
- Collaborate with the Artistic Director (AD) to develop rehearsal schedules and distribute calendars to singers, families, and staff.
- Secure rehearsal spaces as needed and serve as the point of contact for rehearsal logistics and troubleshooting.

2. Communications

- Manage internal communications to ensure singers, families, and staff receive clear and timely operational information.
- Draft and distribute chorus calendars and event-specific communications regarding rehearsals, performances, and program activities.
- Collect tuition and concert attire payments and communicate with families regarding outstanding balances.
- Assist with maintaining accurate and up-to-date information on the GDCS website and internal communication platforms, including the Members Area.
- Collaborate with staff to support annual recruitment efforts and track progress toward enrollment goals.

3. Performance and Event Support

- Coordinate concert attire fittings and oversee ordering, distribution, and maintenance of performance attire.
- Prepare event rosters and assist with concert program preparation, including providing accurate chorus rosters and proofreading materials.
- Coordinate volunteer recruitment and management, including chaperones and background checks.
- Provide concert production support and attend all performances.
- Collaborate with the Artistic Director to develop performance and tour schedules and communicate them to families and staff.

4. Office and Administrative Support

- Assist with general office operations including filing, copying, mailings, and record management.
- Maintain the main phone line and voicemail in collaboration with other staff members.
- Organize digital and physical membership files in accordance with organizational record management policies.
- Maintain office supplies and equipment.
- Assist with scheduling and logistics for staff meetings and organizational events.
- Perform other duties as needed to support GDCS programs and operations.

Qualifications

- Belief in the mission of the Greater Dallas Choral Society
- Experience working with young people and families from diverse backgrounds
- Strong written and verbal communication skills
- Excellent organizational and project management skills
- Ability to manage multiple projects simultaneously and meet deadlines
- Strong attention to detail and ability to manage and interpret program data
- Proficiency with Google Workspace and Microsoft Office (including mail merge and label printing)
- Ability to establish positive working relationships with singers, families, and colleagues
- Flexibility to work occasional evenings and weekends for rehearsals, auditions, concerts, and special events
- Ability and willingness to learn new systems and technologies
- Ability to move between strategic planning and detailed implementation
- Successful completion of a background check is required

Physical and Schedule Requirements

The Chorus Manager position requires the ability to lift, carry, and transport rehearsal and performance materials weighing **up to 30 pounds** is required.

This position also requires:

- The ability to move materials between rehearsal and performance locations as needed
- The ability to stand and move about during rehearsals, concerts, and events
- Occasional evening and weekend availability for rehearsals, auditions, concerts, and special events
- Reliable transportation to rehearsal and performance sites

Compensation

This is a full-time, salaried position. The annual salary is **\$41,000– \$46,000** and is commensurate with experience and qualifications. The position includes **up to two weeks of paid vacation, most federal bank holidays, office closure surrounding the holidays in December, and health benefits.**

Applications

Please send a resume and cover letter describing your interest in GDCS and your qualifications for the position to: **careers@dallaschoralsociety.org**

Greater Dallas Choral Society is an equal opportunity employer and does not discriminate in employment on the basis of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, or any other characteristic protected by law.