

BROOKLYN YOUTH CHORUS
Chorus Manager, Concert Ensemble



Brooklyn Youth Chorus is seeking a full-time Chorus Manager for its Concert Ensemble (treble performing ensemble) with an educator mindset, proactive data-driven logistic skills, and strong communication and relationship-building capabilities. Experience working in the performing arts or with performers, is a plus. The Chorus Manager is responsible for coordinating logistics, communications, company needs, and chorister supervision for ensemble rehearsals, performances, and tours and will provide additional program team and constituent relationship management support including regular front desk shifts. The Chorus Manager must have the flexibility to accommodate an active performance and touring schedule.

The Chorus Manager is responsible for, but not limited to, tasks related to and in support of Brooklyn Youth Chorus Concert Ensemble Ensemble in the following areas of program administration:

1. Rehearsals
2. Chorister and Family Relationships & Communication
3. Performance and Tour Support
4. Program and Constituent Relationship Management Support

REPORTING RELATIONSHIPS

This position will report to the Founder & Artistic Director, and will work in close collaboration with the Director of Program Operations, Director of Choral Education, Junior Ensemble and Bass Ensemble Chorus Manager, and Director of Production and Audio, and will serve as an active member of the program team.

ABOUT BROOKLYN YOUTH CHORUS

Brooklyn Youth Chorus is an award-winning city-wide music education and vocal performance program for children ages 5-18 of all levels of experience. As a collective of young singers and vocal ensembles, Brooklyn Youth Chorus is reimagining choral music performance through artistic innovation, collaboration, and an incredibly versatile range and repertoire. The Chorus's multi-level training program draws students from across the five boroughs and combines intensive voice training and musicianship study with exceptional performance experiences. Children of diverse backgrounds come to the Chorus to share their love singing, make new friends, and achieve and surpass their musical goals. Brooklyn Youth Chorus believes every voice matters and is committed to building and sustaining a diverse and inclusive community based on respect for each individual and an appreciation of our differences. To ensure access to all students, regardless of background or financial circumstances, the Chorus provides broad financial support for both chorus and elective music program tuition. Founded in 1992 by Artistic Director Dianne Berkun Menaker, Brooklyn Youth Chorus has served over 10,000 students over its thirty three-year history with hundreds enrolling each year in its core after-school and public school outreach programs. Classes take

place in Brooklyn at their Cobble Hill headquarters and neighborhood locations in Bedford-Stuyvesant, Carroll Gardens, and Brooklyn Heights. www.brooklynouthchorus.org

RESPONSIBILITIES

The Concert Ensemble Chorus Manager will:

Rehearsal Management:

- Set up, manage, and supervise all assigned chorus rehearsals, including preparing the rehearsal room (chairs, scores, pencils, instruments, props, and A/V equipment).
- Maintain attendance records, enforce attendance policies, and regularly communicate status with families and conductors.
- Create and distribute rehearsal schedules for accompanists, guest artists, and conductors; arrange substitute pianists as needed.
- Take and distribute rehearsal notes; build seating and voice charts in collaboration with conductors.
- Maintain scores and repertoire records in the music library and FileMaker database.

Chorister/Family Communications and Relationships:

- Monitor chorister well-being and cultivate strong relationships with choristers and their families.
- Draft and send weekly memos and event-specific communications covering rehearsals, performances, schedules, and materials; and manage the Members Area of the BYC website (audio, video, schedules, and support materials).
- Communicate with choristers and families regarding attendance, behavioral, and other concerns; schedule and help lead parent meetings for events and tours in collaboration with conductors; regularly surface issues to conductors and the Director of Program Operations.
- Coordinate and track annual written and vocal assessments with conductors and administrative staff.

Performance and Tour Support:

- Create performance and tour schedules in collaboration with artistic and administrative staff and communicate schedules internally and externally.
- Work flexible hours, including some nights and weekends, to cover Concert Ensemble events and travel with the Ensemble as required.
- Create and analyze performance polls to track chorister availability and compile event rosters, voice charts, standing charts, and stage plots .
- Track, distribute, prep, and maintain any wardrobe/uniforms/costumes and ensure that all choristers have complete, clean, and well-fitting performance attire.
- Attend site visits as necessary to ensure appropriate holding space and facilities and to assist the conductor with staging logistics.
- Support Director of Production and Audio to coordinate musician hires, prepare instrumental scores, determine audio-visual equipment needs and assess and communicate chorister food and transportation needs.

- Assist with vendor bookings particularly for transportation, food and hospitality, accommodation, and costume/uniforms and distribute petty cash as needed (i.e. for tips, tolls and supplies, and chorister-related items).
- Recruit and coordinate parent chaperones as needed.
- Work collaboratively with other administrative and artistic staff to support all performances, recording sessions, tours, and other performing ensemble and all-school events.

Program Administration and Constituent Relationship Management Support:

- Oversee mentor/mentee initiatives in Concert Ensemble Ensemble.
- Manage Summer High School Internship Program and College and Career Readiness Initiative together with the Director of Choral Education and other Chorus Manager including coordinating performing arts high school and college panels, college counseling, professional mentorships, vocal masterclasses, and summer intern activities.
- Collaborate with the Director of Program Operations to organize and maintain the music library on an ongoing basis.
- Liaise with alumni on alumni initiatives.
- Work weekly front desk shifts, welcoming constituents into headquarters, serving as a source of information, and providing general program administrative support.
- Provide additional program staff coverage and support as needed. We take a team approach for the two performing ensemble chorus managers and a team player is a must.

QUALIFICATIONS

- Belief in the mission and core values of Brooklyn Youth Chorus
- Experience working with young people from a diverse set of backgrounds
- Knowledge of and ability to read music
- Strong written and verbal communication skills
- Ability to establish good working relationships with choristers, families, and colleagues
- Excellent time management and project management skills with the ability to drive multiple projects simultaneously
- Ability to collect, organize, and analyze information with attention to detail and ability to draw high-level conclusions and recommendations from data
- Experience in performing arts, theater, or managing a performing ensemble preferred
- Facility and competency working with and/or learning myriad digital communications, database, and music-related technologies and platforms including any of the following: Microsoft Office Suite, Google Suite, Mailchimp, FileMaker, and/or Sibelius preferred
- Flexibility to work some nights and weekends as needed based on Ensemble performance schedule. Regular hours are 11:30a-7:30p during the program year.
- Bachelor's Degree in music, music education, and/or arts administration preferred

COMPENSATION

\$48,000-\$53,000 commensurate with experience. Excellent benefits offered, including generous vacation package, medical, dental, and vision insurance.

EQUITY & INCLUSION

Brooklyn Youth Chorus is committed to equity, diversity, and inclusion in all areas including artistic and education programs and recruitment of choristers, volunteers, staff, and its Board of Trustees.

We stand for absolute respect for each individual; an appreciation and understanding of the broad spectrum of all our differences be they cultural, racial, religious, socio-economic, or based on sexual identity, gender, physical or intellectual ability; and the ability to experience bonds of friendship through the joy of music. We celebrate open-mindedness and critical thinking, and seek to create opportunities for students to explore and embrace these important values together. We recognize that a diverse community is an asset that must be continually cared for, preserved, and enhanced, with constant attention, for the benefit of all its members.

APPLICATION

Please send a resume, cover letter, and at least two professional references to resume@brooklynyouthchorus.org. Resumes without cover letters will not be considered. Only qualified candidates will be contacted. No calls, please. EOE.