



Chorus Operations Manager

Location: San Francisco, CA/Hybrid

Part-Time, Non-Exempt - 20 hours per week

Reporting to the Director of Choral Studies and working closely with San Francisco Girls Chorus (SFGC) senior staff, the Chorus Operations Manager is an important member of SFGC's team. This position will oversee the day-to-day administrative operations of the San Francisco Girls Chorus and will provide families and students with superior customer service. The Chorus Operations Manager is a part-time, non-exempt position. In addition to regular business hours, some evening and weekend hours during the year will be required for rehearsals, performances, meetings, and other events.

Chorus Communications

- Serve as the primary people-facing administrative team member of SFGC for Prep Chorus through Premier Ensemble, establishing clear communication protocols for families and defining appropriate channels between parents/choristers and SFGC departments.
- Lead and manage all outgoing communications to parents and families across all ensembles, including Weekly Memos and regular emails with program updates, managing calendars across all ensembles, performance information, and other relevant news.
- In collaboration with the Director of Production, manage and distribute event-specific communications and schedules to ensemble members and families, ensuring timely and accurate updates.
- Maintain regular communication with partner sites (i.e. EBGIS) to coordinate rehearsal schedules, room needs, and respond to ongoing logistical needs and changes.

Rehearsal Assistants and Volunteers

- Hire, train, schedule, and manage Rehearsal Assistants to support the smooth operation of rehearsals and administrative functions.
- Coordinate and support the scheduling of substitute Rehearsal Assistants as needed to ensure consistent coverage.
- Schedule and manage staff coverage for chorister dismissal at all rehearsal locations.
- Print and distribute weekly sign-out sheets for the rehearsal assistants.
- In collaboration with the Director of Choral Studies and Director of Production, work to build the organization's roster of volunteers to support important rehearsals and events.
- Assign, organize, and manage volunteer shifts and responsibilities during day-of events.

Wardrobe

- Supervise the Wardrobe Coordinator and oversee all wardrobe-related planning and execution for SFGC ensembles.
- Coordinate costume measurements, fittings and alterations with the Wardrobe Coordinator for all ensembles.
- Manage the distribution and tracking of costumes to ensure timely delivery for all performances.
- Oversee costume presentation at performances, ensuring costumes are clean, performance-ready and meets SFGC standards.
- In collaboration with the Wardrobe Coordinator, monitor and maintain adequate wardrobe inventory year over year, arranging for the purchase of new garments as needed.

Other Responsibilities

- Ensure all rehearsal rooms and programs are equipped with the necessary materials and supplies throughout the year at both Kanbar and EBGIS. Complete organization, clean-up, cubby preparation, and donation procedures at both locations at the end of each semester and/or season.
 - Collaborate with the Director of Administration to coordinate supply order needs and address facility or security needs for rehearsals.
 - Attend all Ensemble performances (as possible) to supervise students and manage Rehearsal Assistants and Volunteers in collaboration with the Director of Production.
 - Participate in special projects, workshops, and events (as possible) to supervise students and manage Rehearsal Assistants and Volunteers in collaboration with the Director of Production.
 - In collaboration with the Director of Choral Studies and Director of Production, coordinate rehearsal room reservations and prepare the rehearsal space as needed, including the preparation of all materials (music, scores, chairs, stands, risers, emergency bags etc.), as well as re-store the room at the conclusion of rehearsal.
 - Collaborate with the Director of Choral Studies to develop the annual Rehearsal Assistant budget, wardrobe budget, and other program-related expenses.
 - Work with the Chorus Registrar and the Assistant Camp Director to prepare confidential camp binders with chorister information.
 - In collaboration with the Music Librarian and Wardrobe Coordinator, follow-up with families who have not returned their music or costume at the end of the year.
 - In collaboration with the Director of Administration, organize piano tunings for all rehearsal spaces at all locations.
 - Other responsibilities, as assigned.
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San Francisco Girls Chorus

EXCELLENCE. EMPOWERMENT. TRANSFORMATION.

About the San Francisco Girls Chorus

Established in 1978, the mission of the San Francisco Girls Chorus is to create outstanding performances featuring the unique and compelling sound of young women's voices through an exemplary program committed to education and visionary leadership in the development of this art form.

The San Francisco Girls Chorus serves approximately 350-400 singers per year, ranging in age from 4-18 and hailing from all corners of the San Francisco Bay Area. Our programs begin in Prep Chorus at 4 years old, and singers progress sequentially by skill, readiness, and age through each ensemble before reaching our top performance group, Premier Ensemble. Our curriculum is designed to provide challenging and developmentally appropriate opportunities for young singers at each stage of their musical development. Generally, a child must master the curriculum for each ensemble before advancing to the next. Our curriculum stresses healthy vocal production as well as music theory and music literacy, all of which are emphasized in tandem and with equal importance. Beyond this, each ensemble has its own set of objectives that guide repertoire selection and performance preparation.

SFGC is an accredited supplemental program by the Accrediting Commission for Schools of the Western Association of Schools and Colleges.

For more information, please visit: www.sfgirlschorus.org.

Compensation and Benefits

- This is a Part-Time, non-exempt position with an hourly rate of of \$25.
- This is a hybrid location, with the primary location being at the Kanbar Performing Arts Center, 44 Page Street, San Francisco, CA

The San Francisco Girls Chorus is an equal opportunity employer and does not discriminate on the basis of race, color, religion, gender, age, national origin, disability, marital status, or sexual orientation.