

Coro Lux (“Chorus of Light”)

Chorus Administrator Job Description

Required qualifications

- Excellence in written and oral communication
- Familiarity with QuickBooks software
- Familiarity with Microsoft Office, including Excel
- Familiarity with the needs of non-profit arts organizations
- Well organized
- Ability to help coordinate volunteer activities

Desired abilities

- Comfortable with public speaking
- Familiarity with WordPress website software
- Familiarity with Tickettailor software
- Graphic aesthetic skills
- Familiarity with the particular needs of choral organizations

Duties Include:

Communication

- Managing communication among various constituencies (e.g., artistic director, board of directors, chorus and volunteers, vendors, contracted musicians, guest artists etc.)
- Working closely with the artistic director to help with chorus operations
- Attending monthly board meeting, including accountability to the board for various projects when assigned
- Responsibility for marketing concerts, events, auditions and donation campaigns
- Communicating with St. Paul Lutheran staff to schedule building use

Financial

- Managing ticketing for concerts
- Creating financial reports for concerts, as well as donations
- Depending on qualification, possibly banking and monthly financial reporting to the Board

Clerical

- Organizing, purchasing and managing sheet music
- Creating website or newsletter content (when needed)
- Performing various clerical duties such as copying, etc.
- Keeping the organization current with the NM Dept. of Taxation & Revenue
- Reporting musical performances to ASCAP and BMI
- Assisting with the production of the annual printed program

Salary

- This is a part-time position of approximately 10 hours/week
- Salary is negotiable, depending on whether some or all listed duties are assigned