

Rogue Valley Chorale Association Operations Manager Job Description

Organizational Overview The Rogue Valley Chorale Association currently consists of five choruses; the Rogue Valley Chorale for adult singers and four choruses known as the Rogue Valley Youth Choruses for student singers from third grade through high school

Position: Operations Manager

Position Reports to: RV Chorale Association Board of Directors President

Hours: part-time, approximately 20 hours per week, but workload varies throughout the year

QUALIFICATIONS:

- 1) Two years of office administrative experience, preferably in the performing arts or related field
- 2) Excellent oral and written communication skills
- 3) Excellent organizational skills, ability to multi-task
- 4) Computer literacy and experience with Microsoft Office Suite
- 5) Experience with database management
- 6) Excellent interpersonal skills, good judgment, positive "can do" attitude, flexibility, attention to detail, high degree of initiative

PHYSICAL REQUIREMENTS:

Position is primarily administrative office work, with occasional lifting and carrying of office type supplies and music up to 25 lbs. Manual dexterity required for keyboarding and other office tasks. Requires sitting for up to 3 hours at a time for meetings etc. with occasional sitting, standing and walking.

PRIMARY ACCOUNTABILITIES:

The Operations Manager will be responsible for maintaining the operations of the Rogue Valley Chorale Association including concert and rehearsal arrangements for all five choruses. Oversight and management of correspondences, coordination of mailings, publicity and special events. Oversight and management of chorus rosters and tuition/dues payments. Maintenance of the donor/patron database. The Operations Manager will maintain the master calendar for the organization and attend all RVCA Board of Directors and Rogue Valley Youth Choruses Steering Committee meetings to assure that communications, coordination and processes are achieved.

For more details about the duties of the Operations Manager throughout the year consult the Master Calendar and the Operations Manager RVYC Monthly Duties document.