

Delaware ChoralArts

Chorus Manager (Part-Time, Seasonal)

Help Shape the Future of Delaware ChoralArts

Delaware ChoralArts is seeking an organized, enthusiastic, and collaborative individual to serve as our first **Chorus Manager**.

As Delaware ChoralArts begins an exciting new chapter under the leadership of our new Artistic Director, we are creating this position to strengthen communication, streamline operations, and support an exceptional experience for our singers. This new role represents an important investment in the continued growth and sustainability of the organization.

This position is ideal for someone who enjoys working with people, possesses excellent organizational skills, communicates clearly, and appreciates the collaborative spirit of a volunteer performing arts organization.

Position Purpose

The Chorus Manager serves as the primary administrative liaison between the Artistic Director, Board of Directors, singers, and volunteers, ensuring that rehearsals, performances, and communications are organized, timely, and effective.

The Chorus Manager provides administrative, logistical, and communication support that enables the Artistic Director to focus on the artistic leadership of Delaware ChoralArts while fostering a welcoming, organized, and supportive environment for all members.

Primary Responsibilities

Administrative Support

- Maintain the official chorus roster and member contact information.
- Track rehearsal attendance and maintain attendance records.
- Prepare and update seating charts as directed by the Artistic Director.
- Maintain necessary organizational files, templates, and administrative records to support continuity from season to season.
- Assist with onboarding new singers and maintaining membership information.

Rehearsal Operations

- Coordinate rehearsal logistics and room setup.
- Coordinate volunteers assisting with rehearsal setup.
- Prepare rehearsal sign-in materials.
- Prepare and distribute rehearsal plans, rehearsal notes, and score markings as provided by the Artistic Director.

Communications

- Send weekly chorus communications to keep chorus members informed of news, schedule changes, rehearsal reminders and information, upcoming events, and other announcements on behalf of the Artistic Director.
- Assist the Artistic Director by maintaining the singers' section of the Delaware ChoralArts website and posting approved rehearsal resources and announcements.
- Serve as the primary contact for routine administrative questions from chorus members.

Concert & Event Support

- Assist with developing and distributing concert logistics and operational plans.
 - Assist with coordinating volunteers supporting performances and special events.
 - Assist with post-concert administrative activities, as appropriate.
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Qualifications

The ideal candidate will possess:

- Excellent organizational and time-management skills.
- Strong written and verbal communication skills.
- Attention to detail and the ability to manage multiple priorities.
- Proficiency with Microsoft Office or Google Workspace.
- Experience using mass email communication platforms.
- The ability to work independently while collaborating effectively with volunteers, Board members, and artistic leadership.

Previous experience with a nonprofit organization, performing arts organization, school music program, or volunteer organization is helpful but not required.

An appreciation for choral music and a positive, service-oriented attitude are highly valued.

Compensation

This is a **part-time seasonal stipend position**.

- **Compensation:** \$300 per month
- **Season:** September through May (9 months)
- **Annual Stipend:** \$2,700

The responsibilities of this position are seasonal, and the workload naturally varies throughout the year. While certain periods—such as the start of the season and concert preparation—require a greater time commitment, the position is expected to average approximately 15 hours per month over the course of the season. Please note that work could also shift before or beyond the stated season.

Because this is a newly established position, responsibilities, workload, and compensation will be reviewed by the Board following the first season.

Also, please note that this is a 1099 Contractor Position.

To Apply

Interested candidates should submit:

- A brief letter of interest describing why this position appeals to you.
- A résumé outlining relevant experience.

Applications should be submitted to Search@DelawareChoralArts.org by **August 15, 2026**.

Applications will be reviewed as they are received and will remain open until the position is filled.

Delaware ChoralArts is committed to creating a welcoming and inclusive musical community. We encourage applications from individuals of all backgrounds who are enthusiastic about supporting excellence in choral music and contributing to the continued success of our organization.