

Operations Manager

Fort Myers Symphonic Mastersingers

POSITION SUMMARY

Major responsibilities include management of the non-musical aspects of the choirs, including coordination of rehearsals and performances, recruitment, training and management of volunteers, and developing and nurturing relationships with the students and families in our choirs, and education programs. Reports to the Board President, works closely with the Artistic Director.

BACKGROUND

The Fort Myers Symphonic Mastersingers is made up of an adult choir of 75-80 auditioned voices, a 26-voice chamber chorus consisting of select members of the full chorus, the Intermezzo Choir for patients suffering from various forms of dementia along with their care partners, and the City of Palms Youth Choir.

The chorus is a significant cultural presence in one of the fastest growing areas in the country, Southwest Florida. The group's repertoire runs the gamut from classical masterworks to innovative new compositions by contemporary composers presenting two concerts annually with the Gulf Coast Symphony Orchestra and two others often with orchestra or chamber ensemble. The chamber chorus performs a separate repertoire each season in three or four concerts at smaller, more intimate settings.

RESPONSIBILITIES

- Oversee logistical planning and implementation of programs for rehearsals, performances, recruiting, auditions, and registration processes for the Mastersingers, Intermezzo Choir, and City of Palms Youth Choir.
- Produce and manage concerts and other special events, as well as assisting with participation in events arranged by other organizations such as the Gulf Coast Symphony.
- Work with venues to secure dates and contracts, assist in arranging guest artists, and produce programs as necessary.
- Manage all backstage concerns during performances and dress rehearsals to ensure a successful performance experience for audience and choristers.
- Assist in creation of marketing materials as needed.
- Manage all internal communications to provide choristers with clear operational information in a timely manner, including the maintenance of correct and up-to-date information on websites and internal communication apps (Chorus Connection).
- Assume administrative responsibilities as assigned by the Board and/or Artistic Director.

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QUALIFICATIONS

- Associate's degree or equivalent. Bachelor's degree preferred.
- 2-3 years of experience in arts development and previous performing arts management experience preferred.
- Experience in project management, including planning, budgeting, managing staff/volunteers, and financial tracking.
- Ability to move from big picture ideas to the details of implementation and back again, adjusting programs and activities as conditions or feedback require.
- Excellent written and oral communication skills and outstanding interpersonal skills required.
- Administrative and computer skills, including strong background and knowledge of Microsoft Office (Word, Publisher, Excel) and Google required.
- Ability to work both independently and as a member of a team, as well as lead teams of volunteers and peers.
- A passion for music and singing, and knowledge of arts management a plus.
- The right candidate will be a capable, independent worker with strong entrepreneurial spirit, and the ability to work in a fast-paced, changing environment.

REPORTS TO Board President, works closely with Artistic Director.

POSITION DETAILS

Part-time, approximately 10-15 hours per week to start, including some evening and weekend events, rehearsals, and performances.

Suggested annual salary: \$10,000 ; no benefits ; subject to raise based on performance.

The Fort Myers Symphonic Mastersingers does not discriminate in its hiring, compensation, or other employment practices on the basis of disability, race, color, gender, age, national origin, religion, creed, sexual orientation, gender identity, marital status, or any other basis prohibited by law.