

Great Falls Symphony Association

Position Description

Choir Operations Coordinator

Position Title: Choir Operations Coordinator

Program: Great Falls Symphonic Choir

Status: Part-Time Administrative Support Position

Reports To: Choirmaster & Director of Choral Activities

Works Closely With: Music Director, Choir Librarian, Choir Accompanist, Choir Council, Section Leaders, and the Great Falls Symphony's administrative staff

Compensation: \$20/hour. Estimated workload of 2-5 hours per week during the primary season, with reduced summer hours and increased hours around auditions, concerts, and special projects.

Position Purpose

The Choir Operations Coordinator provides administrative and logistical support for the Great Falls Symphonic Choir. This position exists to strengthen communication, organization, singer records, attendance tracking, audition logistics, rehearsal coordination, and operational follow-through so that the Choirmaster & Director of Choral Activities can focus primarily on artistic leadership, singer development, and choral preparation.

Core Responsibilities

Choir Communication

- Prepare and send routine singer communications as directed by the Choirmaster and GFSA staff.
- Distribute rehearsal reminders, call times, schedule updates, concert information, audition announcements, and policy reminders.
- Maintain clear, timely, and professional communication with singers, section leaders, Choir Council, staff, and other appropriate parties.
- Help ensure that the Great Falls Symphonic Choir operates within the guidelines outlined in the Choir Musician Handbook.

Roster & Records Management

- Maintain current singer rosters, contact information, voice parts, section assignments, and participation status.
- Track singer onboarding, leave of absence, resignation, retirement, and re-audition needs.
- Work with Section Leaders to ensure roster information is accurate and updated in a timely manner.
- Maintain records through GFSA-approved systems, including the Choir Portal, Ensemble Manager, and other platforms adopted by the GFSA.
- Support accurate recordkeeping for attendance, communication, auditions, concert participation, and singer eligibility.

Attendance & Rehearsal Administration

- Track rehearsal attendance, absences, tardiness, and absence notifications.
- Alert the Choirmaster to singers who may be approaching absence limits or performance-readiness concerns.
- Assist with sign-in processes, rehearsal check-in, seating lists, and other rehearsal logistics.

Audition & Recruitment Support

- Coordinate audition scheduling, application intake, candidate communication, and audition logistics.
- Prepare audition materials, forms, schedules, and follow-up communications as directed by the Choirmaster.
- Assist with promotion of auditions in coordination with GFSA marketing staff.
- Track prospective singers, audition outcomes, onboarding steps, and recruitment needs by section.
- Support recruitment initiatives with schools, churches, community choirs, educators, and local singers.

Choir Council & Section Leader Support

- Serve as an administrative liaison among the Choirmaster, Choir Council, Section Leaders, and GFSA staff.
- Support scheduling and administrative preparation for Choir Council meetings when requested.
- Help maintain records of Choir Council elections, rosters, Section Leader appointments, and annual meeting logistics as appropriate.
- Assist with surveys, forms, ballots, or information-gathering tools needed for Choir operations.
- Preserve appropriate confidentiality regarding personnel, grievances, and singer concerns.

Concert & Event Logistics

- Coordinate singer-facing logistics for rehearsals, dress rehearsals, concerts, special events, and community appearances.
- Communicate call times, parking information, venue details, concert attire requirements, stage conduct reminders, and other logistical information.
- Coordinate with the Production & Operations Manager regarding rehearsal spaces, venues, stage needs, singer seating, and production schedules.
- Support backstage organization as needed.
- Assist with collection of singer forms, acknowledgments, ticket-related information, or other administrative needs.

Coordination with the Choir Librarian

- Coordinate communication between the Choirmaster, Choir Librarian, Section Leaders, and singers regarding music pickup and return timelines.
- Help communicate folder distribution and return instructions.

Policy & Organizational Support

- Help ensure singer-facing communications are consistent with the Symphonic Choir Musician Handbook.
- Route grievances, safety concerns, policy questions, or personnel matters to the appropriate GFSA leadership.
- Assist with handbook updates, singer onboarding materials, and process improvements as directed.
- Support a professional, respectful, and welcoming choir culture through clear communication and reliable follow-through.

Position Boundaries

The Choir Operations Coordinator is responsible for administrative structure, logistical support, communication consistency, and records management for the Choir.

The Choir Operations Coordinator does not have artistic authority over the Great Falls Symphonic Choir. Artistic decisions, singer placement, audition standards, rehearsal content, performance readiness, and musical preparation belong to the Choirmaster & Director of Choral Activities.

The Choir Operations Coordinator is not the Choir Librarian. The Choir Librarian remains responsible for choral library preparation, acquisition, maintenance, distribution, and collection.

Qualifications

Required

- Excellent organizational and communication skills.
- Strong attention to detail and ability to maintain accurate records.
- Comfort working with volunteers, musicians, staff, and community members.
- Ability to maintain confidentiality and handle sensitive information appropriately.
- Proficiency with email, spreadsheets, shared documents, online forms, and digital communication tools.
- Availability during key rehearsal, audition, and concert periods.
- Ability to work independently and follow through on recurring administrative tasks.

Preferred

- Experience in arts administration, music ensemble management, nonprofit administration, volunteer coordination, or event coordination.
- Familiarity with choral music, orchestral organizations, or community arts programs.
- Ability to attend Monday evening rehearsals regularly during the season.

Desired Qualities

The successful Choir Operations Coordinator will demonstrate:

- Excellent organization and follow-through.
- Warm, clear, and professional communication.
- Strong attention to detail.
- Reliability and consistency.
- Discretion and respect for confidentiality.
- Calmness under pressure.
- Responsiveness to deadlines and changing schedules.
- Ability to anticipate needs before they become problems.
- Respect for volunteer musicians and artistic leadership.
- Ability to work well with a wide variety of personalities.
- Comfort serving in a support role while maintaining ownership of assigned responsibilities.
- A collaborative spirit and willingness to strengthen the overall health of the Choir.

- Flexibility during concert weeks, audition periods, and special events.
- A service-oriented approach to supporting singers, staff, and artistic personnel.
- Commitment to the GFSA's mission, standards, and community role.

Schedule and Time Commitment

This is a part-time position with a seasonal workload. The expected time commitment will vary depending on the rehearsal and performance calendar.

Estimated workload:

- Approximately 2-5 hours per week during the primary choral season.
- Increased hours during audition periods, concert weeks, major choral-orchestral projects, stand-alone choir concerts, and special events.
- Reduced hours during slower periods or summer months, unless otherwise assigned.
- Some weekend availability required.
- Attendance at Monday evening rehearsals required.
- Attendance at select dress rehearsals, concerts, auditions, Choir Council meetings, or production meetings may be required.
- Some work may be completed remotely, including email communication, roster updates, attendance tracking, scheduling, form preparation, and digital recordkeeping.
- In-person work is required for rehearsals, auditions, concerts, music distribution support, singer check-in, and other choir-related activities.

The Choir Operations Coordinator should communicate availability and scheduling conflicts in advance to the Choirmaster & Director of Choral Activities. The position requires flexibility, especially during active rehearsal cycles and performance weeks.

Evaluation and Success Measures

Success in this position will be evaluated by the Choirmaster & Director of Choral Activities, in consultation with appropriate GFSA staff.

Key success measures include:

- Accurate and up-to-date choir rosters, contact information, attendance records, and singer participation records.
- Timely and professional communication with singers, Section Leaders, Choir Council, staff, and other appropriate parties.
- Effective support of the Choirmaster's administrative and logistical needs.
- Clear and consistent rehearsal reminders, call-time communications, audition notices, schedule updates, and policy reminders.
- Reliable attendance tracking and timely reporting of absence or tardiness concerns to the Choirmaster.
- Well-organized audition scheduling, candidate communication, and onboarding support.
- Strong coordination with Section Leaders, Choir Council, Choir Librarian, Choir Accompanist, Production & Operations Manager, and GFSA staff.
- Proper routing of artistic, library, production, personnel, policy, and administrative questions to the appropriate person.
- Respect for confidentiality and appropriate handling of sensitive singer or organizational information.
- Consistent use of GFSA-approved systems and platforms.
- Reduction of administrative burden on the Choirmaster so that the Choirmaster can focus primarily on artistic leadership and singer development.
- Positive contribution to a respectful, organized, welcoming, and professional choir culture.
- Alignment with the Symphonic Choir Musician Handbook and GFSA policies.
- Dependability during concert weeks, audition periods, and other high-activity times.

Physical and Working Conditions

This position requires the ability to perform administrative, communication, and event-support tasks in a variety of settings, including office, rehearsal, concert, and remote-work environments.

The Choir Operations Coordinator may be required to:

- Work at a computer for extended periods of time.
- Use email, spreadsheets, shared documents, online forms, databases, calendars, and ensemble-management systems.
- Communicate by phone, email, text, online platform, and in person.
- Attend evening rehearsals, auditions, dress rehearsals, concerts, and occasional weekend events.
- Move through rehearsal and concert spaces to assist with singer check-in, communication, seating, or logistical needs.
- Occasionally lift, carry, or move light materials such as folders, forms, signage, office supplies, or event materials.

To Apply

Please submit the following to hillaryrose@gfsymphony.org:

1. Cover letter
2. Resume