

# Minnesota Chorale Position Overview - March 2023

## OPERATIONS DIRECTOR – PART TIME

### Basic Function:

The Operations Director is responsible for the management of the daily operations of the Minnesota Chorale, a multi-ensemble choral organization. This position reports to the Executive Director and works closely with the Artistic Director.

### Specific Areas of responsibility:

#### 1) Administration

- Manage office operations.
- Obtain and maintain office supplies and equipment.
- Schedule meetings, rehearsals and performance venues.
- Manage the organization's files and records.
- Manage donor/contact database and distribution lists
- Maintain singer and staff calendars.
- Manage concert productions and other artistic activities.
- Maintain information services for singers.
- Recruit volunteers and manage their work.
- Organize singer audition process.
- Maintain library of printed music.

#### 2) Finances

- Maintain QuickBooks accounting system, including data entry and bank deposits.
- Balance and reconcile checking, savings, restricted and credit card accounts.

#### 3) Fundraising

- Oversee operational aspects of fundraising campaigns.
- Serve as chief staff person on duty during fundraising events.
- Train and direct volunteers who work on fundraising events.
- Assist ED with fundraising communications.

#### 4) External Relations

- Work with staff of Minnesota Orchestra and other artistic partners on collaborative projects.
- Manage relationships with vendors.

#### 5) IT/Technology

- Serve as first responder for technical issues for staff and singers.

#### 6) Rehearsal Management

- Attend dress/technical rehearsals for self-produced events.
- Produce and stage-manage self-produced events.

#### 7) Problem Solving and Crisis Management

- Serve as go-to resource for questions, logistics, requests, feedback, complaints for singers, staff, vendors, rehearsal/concert/event venues.
- Provide onsite problem solving and support for ED, AD and conductors at self-produced events.
- Provide on-call support via office phone during business hours for singers and staff.

**Qualifications or Requirements:**

- Bachelor’s degree or equivalent.
- Thorough familiarity with standard office equipment and software/applications, including Quickbooks Online, Little Green Light, Caspio, Acuity, Weebly, Stripe, Dropbox, YouTube, Zoom, Facebook, Instagram, Twitter, Google Suite, Microsoft Office
- Reliable transportation
- Availability on weekends and evenings for self-produced events (as needed)

**Ideal candidate will possess:**

- Excellent oral and written communication skills
- Superior organizational ability, attention to detail and time-management skills
- People management and coaching skills.

**Salary range:** \$18-20/hour based on experience

**Position Type:** Part-time (20 hours/week)

**Position location:** Downtown Minneapolis with the option to work from home once familiar and self-sufficient in the role

**Hiring timeline:**

- Job posting – April 5, 2023
- Application deadline – April 21, 2023
- Interviews – April 24 – 28, 2023
- Offer made – May 1, 2023
- Start date – June 5, 2023

**How to apply:**

Send a letter of application, resume, and names/contact information of three references to:

Operations Position Search  
Minnesota Chorale  
1200 Marquette Ave, Suite 100  
Minneapolis, MN 55403

Or via email to: [info@mnchorale.org](mailto:info@mnchorale.org)

**Minnesota Chorale’s Mission:** We sing together to unite people and amplify diverse voices through rigorous artistic practice and joyous collaboration.

**Vision:** As an intergenerational family of choirs, we sing throughout our lives, bringing harmony into the world through choral music. We provide opportunities for personal and collective growth, and for exploring our shared humanity in partnership with our community.

**Values:** As individuals and as an organization we value: Authenticity, Empathy, Equity, Excellence, Inclusivity, Integrity, Mutuality, Passion, and Respect

**Our Guiding Principles:**

- **Ourselfs:** As individuals within the Minnesota Chorale organization, we bring our best selves to our work, communicating honestly and clearly, learning from each other, growing as individuals, and serving the goals and programs of the organization.
- **Our Colleagues:** While preparing and performing chorale artworks from diverse periods and cultures to the highest artistic level with the greatest authenticity, we intentionally seek out, collaborate with, and learn from community members, artists, and scholars to build understanding and skills within our choirs. We bring particular expertise to choral/instrumental collaborations.
- **Our Community:** As members of a richly diverse community, we serve our varied constituents through musical performances, collaborations, and educational offerings. We seek for our work to be inspirational and transformative, and to honor the traditions from which it springs.