



Operations Coordinator

The Master Chorale of Tampa Bay seeks an Operations Coordinator to join a dynamic team that prioritizes artistic excellence, collaboration, and is committed to diversity, equity and access for members of The Master Chorale, Tampa Bay's premiere symphonic chorus. The Operations Coordinator reports to the Executive Director and coordinates tasks related to rehearsal and performance support, box office operations, office support, and both internal and external communications.

Title: Operations Coordinator

Organization: The Master Chorale of Tampa Bay (501(c)3, d/b/a Choral Masterworks Festival, Inc.

Job Type: Part-Time, average 20 hrs/wk, full-year; Flexible schedule with hours to include Tuesday evenings from 6-10:30pm and other evenings and weekends throughout the season.

Salary: \$18,000 - \$20,000

Benefits: Paid time off, flexible schedule.

Minimum Education: Bachelor's Degree

Minimum Experience: 3+ years of combined performing arts operations and administrative support experience. Understanding of/appreciation for choral music is desirable.

Application Deadline: Submit materials electronically by 5 pm, Tuesday, January 3, 2023

This position is a good fit for someone who:

- Is flexible, focused, organized, and a hands-on doer
- Is self motivated with strong initiative
- Has excellent time management and project management skills
- Has an eye for detail
- Is a great collaborator and loves working with people
- Is committed to diversity, equity, and inclusion as core values

About The Master Chorale of Tampa Bay

Praised by music critics from the Tampa Bay Times and other local media as "one of the country's finest choirs," "an amazing instrument," and a "cultural treasure," The Master Chorale of Tampa Bay has consistently delivered some of the most profoundly moving music performances in the Tampa Bay area.

The Master Chorale is an auditioned, highly-select large volunteer chorus embracing a broad representation of singers from the entire Tampa Bay area. With a decades-long tradition of elevating the cultural experience of west central Florida, the Chorale traditionally maintains a roster of 150+ singers, performs 20 - 25 concerts a year, has internationally distributed recordings, commissions important contemporary choral composers, and presents engaging community-singing events, and inspiring music education programs locally and online. The Master Chorale is the Principal Chorus for The Florida Orchestra and Artist-In-Residence at the University of South Florida College of the Arts School of Music.

DUTIES AND RESPONSIBILITIES:

Member/Singer Relations

Coordinate rehearsal and singer/member related events in collaboration with the Artistic Director (AD) and Executive Director (ED) (and/or appropriate staff/guest conductor):

- Coordinate event and rehearsal administrative plans including room/venue reservations and scheduling volunteers to assist with room setup as needed
- Coordinate audition administration including scheduling volunteers for in-person audition support
- Manage singer database
- Attend all rehearsals for announcements/singer business transactions
- Coordinate updates and distribution of singer forms, packets, calendar, handbook, nametags
- Coordinate vendor orders and distribution to singers
 - Sheet music, concert attire, folders, folder lights, etc.
- Create weekly Noteworthy News email for Singers in coordination with ED and AD

Fundraising/Development

- Attend selected performances, donor cultivation events, and related community activities, serving as a representative of MCTB
- Maintenance of donor information in the MCTB donor database, ensuring that all contact and activity is documented
- Coordinate standard donation thank you notes and letters/emails
- Coordinate annual donation receipt letters/emails

Financial

- Prepare check and cash bank deposits and communicate deposit details with Bookkeeper and ED
- Coordinate box office & merchandise sales operations (ticketing, digital platforms & in-person concerts, CDs, books)

Office

- Manage office equipment, storage (physical & digital), and operational needs, office supplies
- Coordinate IT support needs (copier/printer/scanner, computer software)
- Answer office phones, respond to email, retrieve mail from post office

SKILLS AND QUALIFICATIONS: As an integral member of MCTB's staff, the Operations Coordinator is expected to be an organized, quick learning individual who loves choral music. Experience supporting arts non-profit organizations is a plus. Desired qualifications include:

- Bachelor's degree, preferably in fields such as Arts Administration, Business, or other related disciplines. An equivalent combination of education and experience may be an acceptable substitute for these degrees.
- Transparent and high integrity work ethic.
- Excellent interpersonal and problem solving skills.
- Strong time management and project management skills.
- Demonstrated ability to manage multiple, competing priorities.
- Outstanding written and verbal communication skills.
- Strong office and organizational skills.

- Experience working with volunteers and facilitating large groups.
- Proficient with tools such as Microsoft Office, Google Workspace, QuickBooks, and DonorPerfect.
- Flexibility to work nights and weekends.
- Access to reliable transportation and the ability to work in multiple locations for various performances throughout a season.
- Previous choral music experience is a plus.
- Commitment to diversity, equity, and inclusion practices in the organization.

WORK CONDITIONS:

- Ability to operate a computer keyboard, mouse, and to handle/troubleshoot other office equipment such as the a photocopy machine
- Ability to consistently lift and move materials or equipment up to 75 lbs

WHAT WE WILL TEACH:

- DonorPerfect software

TO APPLY: Please send your cover letter, resume, and three professional references in **one PDF** to Kara Dwyer, Managing Director at kara@masterchorale.com. Applications will also be accepted through the Indeed.com posting. Please include your full name in the title of the PDF file. Applications will be accepted until the position is filled, but for priority consideration application materials should be submitted by January 3, 2023.

MORE ABOUT THE MASTER CHORALE OF TAMPA BAY

MISSION: To advance the art of choral music by performing great works of the past, commissioning and performing new literature and sharing the joy and power of choral music with new and existing audiences and singers.

CORE VALUES:

- **Artistic Excellence:** Achieving the highest standards for both repertoire and performance.
- **Dedication:** Sharing the joy of choral music through a community of dedicated singers, staff and volunteers.
- **Collaboration:** Fostering rewarding partnerships with individual artists, artistic and educational organizations, and businesses.
- **Education:** Pursuing the highest artistic standards through ongoing learning and teaching.
- **Diversity:** Celebrating the diversity of our music, singers, audiences and community.
 - We celebrate our diversity through inclusion of all people regardless of race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, mental or physical disability, genetic information, marital status, amnesty, ethnicity, or status as a covered veteran.
 - We respect and value the diverse life experiences and heritages that each person brings to The Master Chorale.

- We strive, within our organization, to ensure that all voices are valued and heard.
- **Community Service:** Enriching the world in which we live through music outreach and service.
- **Integrity:** Operating an effective and trustworthy organization as stewards for the resources provided to us.