



ASSOCIATE CHORUS MANAGER

GRAMMY Award-winning Los Angeles Children's Chorus (LACC) seeks an energetic, collegial, and highly organized individual to join the organization as Associate Chorus Manager (ACM). Reporting to LACC's Chorus Manager and working closely with the artistic team, which includes the Artistic Director, Associate Artistic Director, Apprentice Choir Director, and Young Men's Ensemble Director, the ACM supports the artistic and educational needs of the organization.

The ACM will serve as an ambassador for LACC and its choristers, is a colleague to all artistic and administrative staff, and supports and advances LACC's mission of providing "choral music education of the highest quality to young people who represent richly diverse racial, economic, and cultural backgrounds."

The ideal candidate will be a personable and empathetic individual who thrives in a fast-paced environment; possesses relevant operations management experience, preferably from prior work for a performing arts or music education organization; and is capable of leveraging exceptional communications, time management, and strategic thinking skills to achieve success in the position.

RESPONSIBILITIES:

- Manage regular Saturday and Sunday rehearsals of all choirs including the Young Men's Ensemble, as determined by the Chorus Manager (a monthly chorus management schedule will be established with the Chorus Manager).
- Assist with rehearsals for on-site and off-site performances, open rehearsals, master classes, open houses, parent orientation, all-choir picnic, retreats, et al.
- Assist with rehearsal preparation and management, including coordination of volunteer support for rehearsals and performances, and monitor rehearsals.
- Ensure that all equipment needs for rehearsals are met.
- Serve as program manager for the First Experiences in Singing "FES" program, including room set-up, attendance tracking, organizing volunteer assistants, scheduling evaluations and appropriate communications with parents.
- Manage the First Experiences in Choral Singing "FECS" ensemble, including room set-up, attendance tracking, organizing volunteer assistants, and all communications with parents.
- Attend Artistic Staff Meetings.
- Supervise attendance record-keeping and communicate attendance issues to conducting staff.
- Schedule mid-year chorister progress reports and year-end chorister evaluations.
- Assist with organizational communication to choristers, families and staff, and serve as an advocate for LACC policies and procedures.
- Assist with special event planning and management.
- Assist with the preparation and execution of all self-produced concerts and contracted performances/collaborations to deliver professional performances of the highest artistic quality.
- Assist with tour planning and management as assigned by the Chorus Manager.

- Ensure the safety and well-being of choristers at all times.
- Other relevant duties as assigned.

REQUIRED QUALIFICATIONS:

- Bachelor's degree
- Ability to analyze, organize, and process information quickly and accurately.
- Ability to work successfully both as a member of close-knit team and independently.
- A professional yet collegial, empathetic demeanor and the ability to interface with a variety of constituency groups, including choristers, families, faculty, staff, philanthropic funders, concert attendees, and members of LACC Board of Directors.
- Fluency with computers, MS Office, SaaS software, and CRM databases.
- Superb interpersonal, verbal and written communication skills.
- Ability to work a flexible schedule, including evenings and on weekends.

PREFERRED QUALIFICATIONS:

- Minimum of 3 years' administrative experience in an academic, educational, or performing arts setting, preferably in the nonprofit sector.
- Prior experience with a youth chorus, either as a singer or administrator.
- Knowledge of the choral music art form and field.
- Knowledge of the Los Angeles music education and performing arts community.
- Experience working with music educators and young musicians.
- Interest in working with children in an educational setting.

POSITION:

The Associate Chorus Manager is a full-time (40 hours per week) non-exempt, salaried position with a flexible, variable work schedule. This position will work a hybrid in-office/at-home schedule and will be based at LACC's office in Pasadena.

COMPENSATION:

Salary range for this position is \$55,000–\$60,000 per annum, depending on experience. Benefits package includes employer-sponsored health, dental, and vision insurance, generous paid time off, and participation in the CalSavers retirement savings program.

TO APPLY:

Email cover letter, resume, and a list of three professional references to Ann Giesler, Chorus Manager, at agiesler@lachildrengorus.org. Include job title in subject line. No phone calls, please. The position will remain open until filled.

Los Angeles Children's Chorus is committed to providing equal opportunity for all persons employed or seeking employment with LACC. Candidates who identify as Black, Indigenous, or People of Color are strongly encouraged to apply. LACC will recruit, hire, retain, promote, and otherwise treat all employees and job applicants equally, without regard to race, color, religion, national origin, gender, age, physical or mental disability, marital status, medical condition, sexual orientation, veteran status or any other basis prohibited by applicable law.

ABOUT LOS ANGELES CHILDREN'S CHORUS

Los Angeles Children's Chorus (LACC), one of the world's preeminent youth choruses, has been lauded as "hauntingly beautiful" (*Los Angeles Times*), "the best children's chorus I have ever heard" (*Esa-Pekka Salonen*), and "one of the true artistic gems of Los Angeles" (*Gustavo Dudamel*).

Led by Artistic Director Fernando Malvar-Ruiz, LACC annually appears in more than 50 public performances, including in its own self-produced concerts and in collaborations with leading organizations such as Los Angeles Opera, Los Angeles Philharmonic, Los Angeles Master Chorale, and Pasadena Symphony and POPS.

The Chorus annually serves over 400 young people ages 6–18 from 40+ communities across Southern California through its seven choirs, First Experiences in Singing class, and First Experiences in Choral Singing ensemble.

LACC is featured in alumna Billie Eilish's 2021 cinematic concert experience *Happier Than Ever: A Love Letter To Los Angeles* on Disney+, and has appeared on John Williams' 2017 recording, *John Williams & Steven Spielberg: The Ultimate Collection*, and the Los Angeles Master Chorale's critically-acclaimed Decca recording, *A Good Understanding*. The subject of four documentaries by Academy Award®-winning filmmaker Freida Mock, LACC is featured in the Academy Award®-nominated *Sing!*, about a year in the life of the choir. LACC has performed with John Mayer on NBC's "The Tonight Show" and been featured on PBS's "Great Performances," BBC Radio, and PRI's nationally-syndicated show "From the Top."

Winner of the 2022 GRAMMY Award for Best Choral Performance for its performance on the LA Philharmonic's 2021 album, *Mahler Symphony No. 8*, and recipient of Chorus America's Margaret Hillis Award for Choral Excellence, LACC frequently serves as a cultural ambassador on tours that have taken the Chorus to 20+ countries on 6 continents.

LACC was founded in 1986 by Rebecca Thompson and led from 1995-2018 by Artistic Director Emerita Anne Tomlinson.

To apply please email your cover letter and resume' to: jobs@lachildrenschorus.org

For more information visit www.lachildrenschorus.org.

08/01/23