

Mission Peak Chamber Singers & East Bay People's Choir

Managing Director Job Description

The choral ensemble of Mission Peak Chamber Singers and East Bay People's Choir is hiring!

Mission Peak Chamber Singers is a non-profit community choir organization based in Fremont. We consist of two ensembles, the Chamber Singers and the People's Choir. We rehearse together once a week, and present three formal performances a year, along with multiple informal appearances throughout the greater Fremont community. **Mission Peak Chamber Singers (MPCS) is seeking a part-time Managing Director who specializes in development and marketing to join our artistic director, Dr. Corie Brown, our board of active volunteers, and our choirs for the 2024-25 Season and beyond. Other responsibilities include publicity, member and donor development, artistic support, and concert production. This is a salaried part-time position that will report to the Board of Directors.**

General Qualifications

- Experience in development in the non-profit space
- Experience in marketing and publicity of arts, or otherwise small organizations
- Firm understanding and articulation of why the arts contribute to society
- Enthusiastic, clear, and accountable communication in service of donor development, collaboration with artistic staff, and the MPCS community at large

Preferred

- Experience with member and donor management software
- Concert production experience or background

The Managing Director will assist in the development of the MPCS choirs, report directly to the MPCS Board President, and fulfill the following duties*:

- **Marketing and Publicity**
- **Development**
- **Production Needs**
- **Choir Communications**

*Full description of the role available below

Term and Salary:

The Managing Director position is for the 2024-25 concert season, a period of eleven (11) months beginning August 1, 2024 and ending June 30, 2025. They shall receive a salary of \$15,400.00 (\$1,400.00 per month) for the 2024-2025 concert season, to be paid in monthly installments by arrangement, subject to state and federal taxes.

To apply:

Mission Peak welcomes and uplifts those applicants who are representative of our greater values and our diverse community, including applicants from historically minoritized communities. We encourage all applicants, especially anyone with unique perspectives or diverse voices to apply. Applications are reviewed on a rolling deadline.

1. Send a CV and letter of introduction to Mission Peak Choirs Hiring Committee chair, Sarah Cook at sarah@cookerdog.com with the subject line “Managing Director - [Your Name]”. We will confirm receipt of your application.

After the Committee and Artistic Director review, we may notify you for next possible steps. These may include an interview with Artistic Director Dr. Corie Brown and members of the Board of Directors.

For more information about Mission Peak Choirs: <https://www.chambersingers.org/>
If you have questions, please contact Sarah Cook at sarah@cookerdog.com.

Full Description of Role

The Managing Director shall work for the continuity and betterment of MPCS, and specifically perform or assist with the following tasks:

1. Marketing and Publicity
 - a) Create and oversee a marketing calendar for all ensembles and concerts.
 - b) Develop and maintain relationships with the Fremont community, press contacts, and arts organizations to promote both choirs’ activities.
 - c) Design (collaborate with graphic designer) digital and printed graphic marketing materials, concert programs, or other publicity in partnership with the Artistic Director (AD), artistic team, and board volunteers.
 - d) Manage and develop the MPCS websites and social media sites in collaboration with our web manager and volunteers.
2. Development
 - a) Identify and pursue grant- and foundation-funding opportunities:
 - i. Prepare foundation and government grant requests and reports
 - ii. Develop materials to support development efforts
 - iii. Track submission, acknowledgement, reporting of applications (in collaboration with the Artistic Director and the BOD)
 - iv. Develop, maintain, and manage an up-to-date database of donors and prospective donors.
 - v. Identify and pursue new sources of contributed income—individuals, corporations, foundations/grants

- b) Plan and execute effective fundraising events in collaboration with members of the BOD and singer volunteers.
 - c) Plan and oversee the individual donor campaign
 - d) Secure concert sponsorships for upcoming season
 - e) Establish and support committees and task forces to implement fundraising projects through the BOD
3. Production
- a) In collaboration with the volunteer Board of Directors logistics committee and the Artistic Director, manage all productions, including assisting in securing rehearsal and performance venues, booking video and audio engineers, and coordinating logistical requirements of performances.
 - b) Strategize and develop audiences and coordinate management of an audience database.
 - c) Assist volunteer ticket coordinator in identifying and executing strategies for ticket sales, including tracking of ticket sales.
 - d) At performances, assist volunteers with front-of-house coordination.
4. Communication
- a) Hold a weekly meeting with the Artistic Director as coordinated and mutually agreed upon.
 - b) Collaborate and communicate effectively and proactively with the BOD, the support staff, and volunteers.
 - c) Maintain a professional relationship with singers, BOD, and staff. (Note: Although the Managing Director does not have to attend weekly rehearsals, it would be helpful for them to get to know our community better and attend concerts.)
 - d) As needs or challenges arise, communicate them to the Artistic Director and/or BOD.
 - e) Make every effort to respond to emails within the week.

Our mission: MPCS has been a part of the Fremont community for over two decades. We were originally connected to Ohlone Community College, and later became our own 401c3 non-profit organization. Our mission, to build a joyful, vocal, involved community through song, is the driving force behind our weekly music making and how we intend to serve the Fremont community. We welcome all who want to learn how to sing into our People's Choir, and strive to make music accessible through repertoire, exciting rehearsals, and sliding scale dues.