



## Program Assistant, BW Men's Chorus

### Position:

Now entering its 16th season, the BW Men's Chorus seeks a dynamic, detail and process-oriented, collaborative Program Assistant to assist in executing its strategic vision and operational activities as the Chorus enters its next phase of programmatic growth.

**Start Date:** August 2022

### Position Responsibilities:

- Serve as an integral member of the BW Men's Chorus professional staff, collaborating with team to provide a mission-based and consistent educational and artistic experience for chorus members and community.
- Update and maintain accurate systems, processes and databases of Chorus information, files, intellectual property, and archives.
- Manage and maintain the BWMC member registration process through Active.com, or other registration platforms, as applicable.
- Process and track donations for the Chorus, maintaining accurate donor records and providing donors lists to Program Manager as requested.
- With the assistance of the Men's Chorus Student Librarian, manage and maintain the BWMC ensemble library – ensuring organized systems for physical and digital cataloging of existing music and overseeing purchasing and donation process for new music. Manage distribution, tracking and return of music throughout the season.
- Coordinate the creation of concert programs and other print materials, under the guidance of Program Manager.
- Manage on-campus and external room reservations for all rehearsals and performances, in collaboration with CAS and Conservatory staff.
- Monitor Chorus email and other communications channels, responding to or forwarding member and patron questions via phone or email as directed by Program Manager.
- Work with vendors and secure materials needed for concerts and events, such as promotional materials, stage decorations, awards/recognitions, catering needs, etc.
- Attend first rehearsal, dress rehearsals, all concerts and special events, and assist with set-up and logistical needs as requested by Program Manager.

### About the BW Men's Chorus:

A program of the BW Community Arts School, the BW Men's Chorus (BWMC) is open to tenor and bass singers, high school age and up, from throughout the Greater Cleveland community including BW faculty, staff and students. This collaborative effort has solidified the BWMC as an integral part of the Northeast Ohio arts & culture community and of the choral music landscape, regional and national. The group has performed to standing-room-only audiences, has collaborated in concert with several outstanding music organizations, and offers dynamic educational and community programming beyond the concert stage.

### About Baldwin Wallace Community Arts School:

The Baldwin Wallace University Community Arts School provides arts education to students of all ages, from early childhood through adult. Our programs include classes, camps, and private lessons in instrumental and vocal music, dance, theatre and visual art. We also offer continuing education programs for professional music educators.

### To Apply:

Submit a cover letter and resume to [cas@bw.edu](mailto:cas@bw.edu) by **August 8, 2022** for priority consideration. Position will remain open until filled.