



Western Sydney.Choral.Excellence

CHOIR COORDINATOR CONTRACT (10 hours per week)

A unique opportunity to join Parramatta's flagship symphonic choral organisation

Established in 2018, and led by its exceptional artistic director, Dr Sarah Penicka-Smith, River City Voices (RCV) is gaining recognition for its multi-artform, inclusive, and unique collaborative choral programs. RCV's 2023 season has included a large-scale public participatory event at Parramatta Gaol, Lauridsen's Lux Aeterna at St Patricks Cathedral, Parramatta, appearances in national advertising campaigns, and twice on the Concert Hall stage of the Sydney Opera House, most recently for SOH's 50th birthday Open House Weekend. In December in St Patrick's Cathedral, RCV partners with Ngarra-burria First Peoples Composers program as Ensemble in Residence in a uniquely Australian Christmas program.

An equally exciting season of collaborative artistic programs and workshops is planned for 2024 with our cohort of 70 committed and passionate western Sydney choristers.

The Role

As an emerging Western Sydney arts organisation, this new position seeks to further build the organisation's capacity through engaging a dynamic and integral team member whose role is to head up and coordinate all chorister related matters.

Key Responsibilities:

Communication

- Respond to and address all chorister enquiries and requests.
- Field general membership enquiries and communicate with prospective auditionees.
- Liaise with the Artistic Director on all rehearsal and program requirements.
- Act as a point of contact between the appointed chorister representatives and management, and report to and liaise with the General Manager as required.
- Email choristers each week with significant updates and make announcements/reminders at rehearsals.
- Liaise with external organisations and/or collaborative program partners as appropriate providing requested chorister information.

Rehearsals, performances, activities

- Coordinate and promote chorister attendance and logistics for all weekly rehearsals, scheduled performances, and any other planned activities.
- Liaise with artistic staff prior to and at rehearsals to ensure that all rehearsal needs are addressed, including choristers' music, maintaining a loan ledger as applicable.
- Open, set-up, and close the rehearsal venue, or alternative venue, for RCVs weekly Thursday evening rehearsals, including coordinating supper arrangements and supplies.
- Prepare performance Sign-On sheets and liaise with program producer and stage management during production weeks and attend performances.
- Liaise with choristers in relation to special projects or gigs that may crop up from time to time.
- Maintain a safe, happy, productive, and collegiate environment.
- Provide support for other organisational activities as directed, time permitting.

Administration

- Maintain currency of chorister attendance database ensuring data integrity, accuracy of contact details, and any relevant medical/dietary needs.
- Create Sign-Up Genius rolls prior to all project blocks, disseminate to choristers and record responses in attendance database.
- Maintain attendance roll including recording all N/As provided, following up choristers in relation to performance eligibility, and liaising with the Artistic Director regarding Conductors Challenges.
- Coordinate and attend annual auditions, including maintaining and updating auditionee database, allocating audition times, disseminating music if required.
- Liaise with Marketing Director in relation to distribution of program promotional assets to choristers.
- Maintain and update the Members Page on the company website with all resources and program information required by choristers.

Selection Criteria

Essential

- Available on Thursday evenings, and scheduled 2024 performance/activity dates
- Excellent written, verbal and communication skills with attention to detail ensuring content is accurate and consistent.
- The ability to successfully manage and process a high volume of communications (email and phone) with a friendly, helpful manner, maintaining the organisation's reputation for timely exchanges.
- Strong interpersonal skills, an ability to build effective relationships, and contribute to the organisation's culture, one that fosters a strong sense of community and well-being.
- Experience in Excel, Word, Google Drive and WIX (willingness to learn)
- Well-developed problem-solving skills
- Experience with working independently from home and as part of a small team.
- Strong organisational and time management skills with the ability to self-manage workflow and to meet all deadlines with a flexible, mature, and collaborative approach.

Desirable:

- Driver's Licence
- Prior administrative or performance experience within a choral, arts or related organisation

Conditions of Employment:

This is a fixed-term, part-time **contract position for 45 weeks commencing on February 5, 2024, and finishing on December 13, 2024**, with the option to renew dependent on funding.

The successful candidate will work **10 hours** per week (4 hours allocated to Thursday evening rehearsals) with the remaining hours worked from home on days negotiated with the General Manager.

The hourly rate for this role is **\$42** per hour inclusive of 11% superannuation.

How to apply:

Please submit:

- 1) Brief cover letter
- 2) Resume with two professional referees
- 3) Document addressing the key criteria and your suitability for the role (maximum 2 pages).

Address your application to the General Manager, Inara Molinari, and email to manager@rivercityvoices.org.au

Applications close 8 December, 2023

Interviews will take place on 14 and 15 December, 2023.

We encourage you to discuss the position further and obtain the 2024 Rehearsal and Performance Schedule by phoning Inara on 0409 776 577.