

EXECUTIVE DIRECTOR

The Vienna Choral Society (VCS) seeks an Executive Director (ExDir) to work with the Artistic Director (AD) as the lead on all VCS operations. This is a position with a well-established choral arts organization for someone who loves the arts and would like to work in arts management. This is a part-time position with variable hours of 10 to 20 hours per week. The pay range is available upon request. There are no benefits included.

KEY RESPONSIBILITIES:

Choir Operations -- reports directly to the VCS Board of Directors and works with the AD, section leaders, and several standing committees to coordinate, grow, and manage all aspects of choir operations including membership, rehearsals, vendor contracts, and internal communications with singers. This is a primary responsibility of this position.

Marketing and Communications -- coordinates with AD to create cohesive messaging to support his artistic vision, and leads all external marketing and communications including audience emails, blog posts, website content, social media, and media outreach.

Budget and Development -- works with Board and Executive BOD Committee to assist in forecasting revenue and fundraising targets, jointly develop and implement annual Friends of VCS individual donor program; and prospect, research, and apply for multiple grants annually. The ExDir acts as the lead with the Grant Committee to develop and apply for artistic grants.

Event Management -- works closely with AD regarding "on stage" production for concerts, and manages and leads on all aspects of front-of-house event management including logistics, for engaging, successful audience experience and box office.

QUALIFICATIONS:

- Experienced in at least two of the following areas -- nonprofit budgeting and management, arts management, fundraising and development, live event production and management
- Good people skills, able to hold confidentiality, enjoys large groups of people
- Experienced and comfortable in Google Workspace
- Experienced in WordPress and MailChimp, including routine upgrades and content creation and implementation
- Experienced in professional social media management, including running business pages, crafting business page-appropriate content, and analyzing metrics
- Accomplished writing skills that can translate across media
- Comfortable with media relations

ABOUT VCS AND THIS POSITION:

VCS is a successful teaching and learning choir that is over 30 years old. Singers and audiences come from across the DC-Metro region, and have joined VCS from across the country during the pandemic.

VCS has successfully pivoted to meet the moment during the pandemic. The AD, board, and choir enjoy collegial relationships and the choir is a source of important community as much as music for many. We successfully returned to in-person concerts in early December 2021, and are determined to continue making music in person as safely as possible as circumstances allow in 2022. Both positions of the AD and the ExDir report to the VCS Board of Directors, which is an active, supportive board that values the AD and ExDir's experience and input, and wants to see the organization continue to succeed and grow.

TO APPLY:

Please email cover letter, resume, and no more than two writing samples (such as a marketing email, blog post, excerpt from a longer article, long social post) that you think best demonstrate your creativity and skills to jobs@viennachoralsociety.org. No more than 4 pages total for writing samples, please – links are highly recommended vs attachments. Applicants must be fully COVID-19 vaccinated and boosted.

Applications will be reviewed until the position has been filled. We cannot take phone calls for questions, but if you have a question, please ask via info@viennachoralsociety.org.