



## PROFILE

The Vienna Choral Society (VCS)- a well-established successful choral arts organization of over 30 years - seeks a **part-time Executive Director!**

This is a wonderful opportunity for a steady part-time position for a student, a first job or someone returning to the workforce to develop valuable work experience with a great Arts organization, filled with talented fun people. Training provided.

Use your creativity and communication skills in an area you love. The pay range is available upon request. There are no benefits included. **Big PLUS – TWO SUMMER MONTH OFF!! (June & July)!!**

## TO APPLY

Please submit cover letter & resume & no more than two writing samples. Applicants must be fully vaccinated & boosted. Applicants will be reviewed until the position is filled. We cannot take phone calls for questions – please ask via [jobs@viennachoralsociety.org](mailto:jobs@viennachoralsociety.org)

EMAIL:  
[jobs@viennachoralsociety.org](mailto:jobs@viennachoralsociety.org)

## CONTACT

WEBSITE:  
[www.viennachoralsociety.org](http://www.viennachoralsociety.org)

Address: 1765 Greensboro Station Pl,  
Suite 900, McLean, VA 22102

# EXECUTIVE DIRECTOR

(PART-TIME POSITION)

## Vienna Choral Society

### KEY RESPONSIBILITIES

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#### Event Management - Primary

Coordinates and produces "front of house" choral event management activities for 3 season concert performances in Dec (2), March (1) & May (1), including box office coordination & managing event volunteers. On-the-job training provided.

#### Marketing & Communications – Secondary

Work with Board of Directors (BOD) and Artistic Director (AD) to learn the communications requirements necessary for an Arts organizations and to write cohesive messaging to support VCS artistic vision in external marketing, including audience and donor emails, blog posts, website content, social media and more.

Reports directly to the VCS BOD.

Work is primarily scheduled during the VCS Concert Season (Aug-May). Learn choir operations, communications outreach to audience and donors. Attend occasional weekly rehearsals to become better acquainted with VCS staff and singers.

Attends quarterly BOD Meetings via ZOOM and reports on VCS activities

Schedule: average 20 hours/month; mostly remote; some Zoom participation; limited onsite work

### QUALIFICATIONS & SKILLS

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- Experienced and comfortable with Google Workspace
  - Exposure to event management is desirable & helpful
  - Exposure to social media management, including crafting business page-appropriate content & analyzing metrics helpful
  - Accomplished writing skills that can translate across media
  - Well organized
  - Exposure & some experience with WordPress and MailChimp is helpful
  - Exposure & some experience with Eventbrite & Square for ticketing is helpful
  - Experienced with creating website content is helpful
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