



JOB DESCRIPTION

Title: Program Coordinator
Reports to: Director of Artistic Programming
Benefits: Competitive benefits package
Hours: Full-time, including some weekends, evenings, and overnight trips as required for performance schedule

ABOUT BCC

Boston Children's Chorus harnesses the power of music to connect our city's diverse communities, cultivate empathy, and inspire social inquiry. Our work rigorously explores the question of whose stories are heard, seen, and celebrated. Through collaborative artistry and dialogue, we actively encourage singers to inquire critically about issues impacting them, their families, and our communities. Over time, this regular practice of critical inquiry cultivates an empathetic, inclusive perspective, allowing our singers to understand what they believe, what they value, and how those affect others. Equipped by a diverse narrative, critical perspective, and empathy, our singers exercise their power to affect change. They become leaders in their homes, schools, workplaces, and communities, advocating for themselves and for others. As our singers move in the world, they strive to dismantle injustice.

JOB OVERVIEW

The Program Coordinator works in tandem with the Director of Artistic Programming to support and implement the activities associated with BCC's 13 choir programs. The role implements general program administration, with a focus on singer and parent engagement, and the recruitment and evaluation processes. In addition, the Coordinator plays a key role in maintaining and modelling a cooperative, supportive, and professional working environment, while promoting inter-team communication and cohesiveness. In all tasks, the Program Coordinator is expected to uphold BCC's exceptional standards in engaging students and families. This position provides an opportunity for an individual with superior planning, communication, and relationship-building skills.

The Program Coordinator reports to the Director of Artistic Programming.

JOB SUMMARY AND RESPONSIBILITIES

Administrative Duties

- Serve as the primary manager of BCC's student database, tracking and analysing demographics and singer trends
- Track student tuition and program fees
- Follow up with families regarding outstanding tuition payments
- Provide guidance and support to artistic staff working with neighborhood and centralized programs
- Attend rehearsals, performances, retreats, and tours as needed
- Other administrative duties as assigned by the Director of Artistic Programming

Singer and Parent Engagement

- Develop strong relationships with BCC children and families, and provide appropriate support as needed
- Coordinate parent volunteer programs for concerts and weekly rehearsals
- Manage weekly electronic communication with families
- Create, organize, and disseminate all performance logistics to singers and families

Recruitment and Auditions

- Coordinate audition scheduling and logistics, both onsite and off
- Manage the audition process
- Organize and analyze audition results and communicate results to artistic staff
- Compile and organize end-of-year evaluation materials for dissemination

Evaluation

- Assist Director of Artistic Programming in managing BCC's evaluation process based on BCC's logic model. Evaluation of programs includes, but is not limited to, performances, end-of-year parent surveys, exit surveys, focus groups, and concert surveys.
- Manage and produce regular reports to track, document, and measure program and community engagement progress
- Examine program results and make change recommendations based on program needs

Touring

- Participate in planning BCC's annual Concert Choir overnight trip
- Manage all tour logistics, including scheduling, accommodations, meals, transportation, and activities

SKILLS AND QUALIFICATIONS

- Bachelor's degree and 2+ years of direct experience in non-profit administration, community organizing, community relations, or youth development
- Exceptional attention to detail
- Strong organizational and time management skills
- Capable, independent, and self-motivated, with the ability to work in a fast-paced, changing environment
- Demonstrated passion for working with diverse youths and families
- Ability to work as a member of a team, as well as lead teams of children/youth, volunteers, and peers
- Proven ability to successfully manage multiple aspects of large projects concurrently
- Strong interpersonal and communication skills, including public speaking, presentation, and written skills
- Strong administrative and computer skills required, in particular Excel, Word, and Constant Contact
- Commitment to BCC's mission and values of quality, diversity, respect, responsibility, and social justice
- Knowledge of child development and group leadership a plus
- Working knowledge of Boston community or education system a plus

SPECIAL WORKING CONDITIONS

- The position requires evening and weekend hours
- The position sometimes requires lifting a piano keyboard and amp

COMPENSATION

The Boston Children's Chorus offers a competitive salary and benefits package.

HOW TO APPLY

For immediate consideration, submit a letter of interest, writing sample, and resume to: Robbie Jacobs, 20 Old Colony Avenue, Boston, MA 02127, rjacobs@bostonchildrenschorus.org

NO PHONE CALLS PLEASE

BCC is an equal opportunity employer and highly encourages candidates of all backgrounds to apply for this position.