



Program Coordinator 2024-2025 Season

About BYC: Bellevue Youth Choirs (BYC) is a non-profit organization that was founded in 2012 and is comprised of a variety of choir levels serving youth in Pre-K through 12th grade from the greater Bellevue area. Choristers learn musicianship, vocal technique, performance skills, and participate in mainstage concerts, outreach and community events, and collaborations with the finest musicians and choral groups. The auditioned choirs participate in regional choral festivals and tours.

Mission Statement: The mission of Bellevue Youth Choirs is to create a joyful, inclusive musical community for youth by providing exemplary musicianship training and exciting performance opportunities.

Primary Responsibilities:

Take a central role in coordinating recruitment, new member onboarding, and internal communications as well as day-to-day operations of the organization. Additional tasks include coordinating and executing all events and activities for the organization including concerts, retreats, tours, and fundraising events. Finally, this role assists in coordinating and executing marketing and outreach efforts.

This candidate will work primarily with the Managing Artistic Director as well as our other administrative assistants.

Program Coordination

- Attend vocal placements/auditions with the AD for prospective members. Send out vocal placement result emails.
- Handle on-boarding of new choristers and support families with answers to questions.
- Manage internal communications with choirs including information emails (Prelude monthly recitals, combined rehearsals, retreats, etc.) and monthly newsletters.
- Recruit and manage volunteers for events such as concerts, retreats, fundraising, special activities, tours, etc.
- Maintain established membership systems such as membership database, online payment collection, event registration, collection of forms, Microsoft 365 internal site, and future systems.
- Provide on-site support at weekly rehearsals. Welcome singers and families, field requests from artistic staff, ensure venue is clean, maintained, and secure.
- Procure and distribute BYC items – yearly tshirts, uniforms, pins, lanyards, nametags.
- Other duties as needed.

Event Planning

- Assist in planning logistics for concerts, retreats, tours, workshops and other events.
- Assist in planning fundraising events.
- Provide on-site support for concerts (Tentative Dates: December 7th, March 22nd, June 14th call time noon, concert 3-4pm) and events.
- Other duties as needed.

Marketing and Development Coordination

- Assist Artistic Director in executing marketing and development activities. Contribute to BYC's social media presence with periodic posts and managing engagement (Facebook, Instagram, Youtube, etc.)
- Assist in creation and distribution of promotional and marketing materials for performances and program recruitment.
- Other duties as needed.

Qualifications:

- Experience in working or volunteering for a choral or music organization preferred.
- Organized communicator; methodical in tracking responsibilities; attention to detail.
- Strong writing skills including web and social media communication, as well as communication to members, families, donors, sponsors.
- Responsive, professional and prompt in communications.
- Familiarity with social media sites such as Facebook, Instagram, etc.
- Experience with Microsoft 365, Canva, and Mailchimp preferred.
- Comfortable with technology and able to quickly learn new tools.
- Excellent interpersonal skills with an ability to create and sustain longstanding relationships.
- Good time management and ability to deal with varying loads of work.
- Ability to self-manage with minimal supervision.
- Flexibility and a willingness to take on various tasks as needed.
- A desire to see BYC grow and thrive and to help foster a greater sense of community and belonging. Being a stakeholder in the organization with a passion for progress and growth.

Scheduling and Special Requirements:

- Most work to be performed remotely; a mutually agreed upon weekly remote work schedule will be created with the ideal candidate in addition to weekly remote administrative team meetings.
- On-site support needed throughout the school year (September-June):
 - Weekly Tuesdays and Wednesdays from 4:30-7:00pm in Crossroads Bellevue
- On-site support needed for events throughout the year: socials, concerts, auditions.
- Other weekend and evening work may be required.

Employee Status:

Regular hourly, part-time. Our fiscal year runs from July 1st through June 30th. This is a one-year contract position with the possibility of renewal. Contract to begin as soon as possible.

Compensation:

Part-time, 20-25 hours per week, hour rate range is \$24-28 per hour based on skills and experience. There are no other benefits at this time.

Reports to:

Managing Artistic Director – Kayla Johnson

Job Location:

Rehearsals are at Cross of Christ Church in Bellevue (411 156th Ave NE, Bellevue, WA 98007)

Concert locations TBD

Bellevue Youth Choirs is an equal opportunity employer that values diversity at all levels. All qualified applicants will receive consideration for employment without regard to race, sex, sexual orientation, transgender status, ethnicity, marital status, disability, or religious belief. Successful candidates must pass a Criminal Records Check and have legal status to work in the USA.

To Apply: Send a cover letter and resume to Managing Artistic Director Kayla Johnson

(kayla@bellevueyouthchoirs.org)

Applicant are encouraged to submit their materials as soon as possible.

More information:

www.bellevueyouthchoirs.org

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