New Jersey Youth Chorus
WhartonARTS
Helen H. Cha-Pyo, Artistic Director

570 Central Avenue
New Providence, NJ 07974
(973) 998-5670
Trish Joyce, Founder and Music Director

Program Coordinator– Part-Time

The New Jersey Youth Chorus, a program of Wharton Arts, is an auditioned choral program for children in grades three through twelve. We provide quality music education that encourages young people's love and appreciation of choral music and nurtures their individual growth and development. Our ensembles perform at a variety of venues during the year and tour domestically and internationally each summer.

The Program Coordinator collaborates closely with the Director of Chorus Administration to provide professional support to our ensembles, artistic staff, and administrative partners. The ideal candidate is enthusiastic to learn all aspects of arts administration and non-profit management.

Responsibilities

Rehearsals

- Provide onsite support during Monday afternoon/evening and Wednesday afternoon rehearsals for five ensembles throughout the academic year.
- Manage the distribution and collection of materials, including sheet music, musicianship aids, and t-shirts. Record payments for festivals/tours submitted during rehearsals.
- Maintain accurate records of rehearsal attendance, communicating any issues to the Director of Chorus Administration and ensemble directors.
- Coordinate attendance notifications for parents and facilitate chorister performance readiness examinations as necessary.
- Set up and tidy rehearsal spaces.
- Oversee on-site parent/student volunteers as required.

Events

- Collaborate closely with the Director of Chorus Administration and artistic staff to plan and implement the seasons' calendar of events, including concerts, collaborations, workshops, camps, retreats, and tours
- Complete event planning tasks such as arranging transportation, venues, lodging, food, and activities as assigned
- Along with Director of Chorus Administration, support NJYC events as required, handling onsite logistics and volunteers, while providing quick and efficient assessment and action of any emerging situations
- Maintain ensemble and organizational calendars with up-to-date event logistics
- Participate in new season calendar planning process, including research, recommendations, and pursuit of new performance opportunities

Administrative Support

- Maintain NJYC's music library, including ordering, receiving, distributing, collecting, sorting, filing, and inventorying all sheet music.
- Manage NJYC's audition and registration processes. Contribute to ongoing recruitment and program growth efforts.
- Offer responsive assistance via phone, email, and in-person interactions to students and parents.
- Record meeting minutes at weekly NJYC staff meetings.
- Support NJYC's operational, financial, marketing, and fundraising processes as required

Essential Requirements

- Excellent oral and written communication skills.
- Demonstrated ability to manage multiple projects/events simultaneously, conducting effective research and problem-solving.

- Strong organizational skills, including effective time management and task prioritization.
- Capable of working autonomously while contributing positively to a close-knit team.
- Computer literate with a high level of proficiency in MS Office and Google Platforms. Comfortable learning new technology platforms. Additional software training will be provided.
- Candidates with a tertiary qualification in music or another arts subject and/or work experience in the arts or related fields will be prioritized in our selection process.

Hours
20 hours. Mondays 3-9 PM and Wednesdays 3-6 PM onsite. Some weekend event coverage will be required.

Location
New Jersey Youth Chorus office and rehearsal space is located in New Providence, NJ. Some travel throughout New Jersey and occasionally beyond may be required. Job is a combination of on-site support and remote work.

Salary
$17-19 hourly, commensurate with experience

To apply, please submit resume to jobs@whartonarts.org and krystiana.machtinger@whartonarts.org