

**Position Title:** NJYC Program Manager

**Reports To:** Program Director, New Jersey Youth Chorus

**Weekly Schedule/Total Hours:** 35 hours/week – evenings and weekends, as required

**Annual Salary:** \$45,000, benefits eligible

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.

## Job Description

The Program Manager provides leadership for the day-to-day operations and implementation of the New Jersey Youth Chorus (NJYC). This role is responsible for executing program activities, managing logistics, and maintaining systems that support a high-quality and seamless experience for choristers, families, and staff.

Working under the direction of the Program Director, the Program Manager translates program strategy into action—ensuring that rehearsals, events, communications, and administrative processes are effectively coordinated and delivered.

The Program Manager serves as the central point of coordination for program operations and supervises part-time support staff.

## Responsibilities

### Program Operations & Execution

- Implement program plans, calendar, and seasonal activities as established by the Program Director.
- Oversee day-to-day operations of NJYC, including rehearsals, scheduling, and program logistics.
- Ensure all program activities are well-organized, communicated, and executed efficiently.
- Bring creative ideas to increase enrollment and program offerings.

### Event & Concert Management

- Plan and execute concerts, workshops, retreats, and tours (domestic and international).
- Manage logistics including venues, transportation, lodging, staffing, and schedules.
- Lead on-site event operations, including troubleshooting and real-time decision-making.
- Coordinate volunteers and ensure smooth event flow.

### Communications

- Manage day-to-day communications with families and staff
- Prepare and distribute clear, timely, and accurate program information
- Respond to inquiries and ensure consistent communication across platforms

## Systems & Administration

- Manage audition and registration processes, including scheduling and logistics
- Maintain accurate program records, attendance tracking, and documentation
- Oversee and maintain program calendars and internal systems
- Develop and improve workflows to increase efficiency and clarity

## Financial Coordination

- Track program expenses and support implementation of the approved budget
- Process payments and maintain financial records in coordination with finance staff
- Assist with logistical planning related to tuition, fees, and program costs

## Staff & Program Support

- Supervise Program Assistant & Librarian
- Coordinate logistical needs with artistic staff to support rehearsals and performances
- Ensure materials, spaces, and resources are prepared and available

## Cross-Department Coordination

- Coordinate with Marketing, Development, and operations teams to support program needs
- Provide necessary information, timelines, and logistics to support departmental work
- Ensure alignment between program activities and organizational processes

## Qualifications

- Experience in arts administration, program coordination, or nonprofit operations
- Strong organizational and project management skills
- Ability to manage multiple priorities and timelines simultaneously
- Excellent communication and problem-solving skills
- Experience working with youth programs or performing arts organizations preferred

## 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.

To apply, please **send cover letter and resume with subject (NJYC Program Manager, – YOUR NAME}** to [jobs@WhartonArts.org](mailto:jobs@WhartonArts.org) and [krystiana.machtfinger@whartonarts.org](mailto:krystiana.machtfinger@whartonarts.org)