



**Position Title:** Program Associate

**Description:**

The Program Associate will support the Executive Director and Artistic Director in the day-to-day operations of the Raleigh Youth Choir. This position will be in attendance at Monday evening rehearsals in Downtown Raleigh as well as other concerts and events.

This is a hybrid position with the ability to work remotely on marketing/communications projects, coordinate with volunteers, assist with the logistics of RYC, and support projects led by artistic and administrative staff. This position also provides a point of contact for singers and families on Monday evenings.

This position reports directly to the Executive Director and collaborates with the Artistic Director as needed.

**Work Schedule/Hours:**

- Average of 10 hrs/week - Hybrid Position
- Must be available most Monday evenings during the season (August-May) from 4-8:30pm in-person
- Attend concerts and events as necessary (Typically on nights/weekends)

**Description of Responsibilities/Duties:**

Marketing/Communications

Assist artistic and administrative staff in the creation and implementation of marketing materials, including social media posts, concert posters and programs, audition and program advertisements, and updating the Raleigh Youth Choir website as aligned with the overall communications plan of RYC.

Volunteer Coordinating

Coordinate with artistic and administrative staff, the board, and the RYC Board of Directors to ensure volunteers are present at all RYC events. Work closely with lead parents of RYC ensembles to ensure proper support is available. Assist in coordinating volunteers for fundraisers and other events as necessary.

Program Logistics

Assist staff on Monday evenings at rehearsals and performances. Assist in coordinating and managing pre and post-event logistics such as planning, implementation, internal/external

communications, ticket/registration lists, and execution. Assist in managing the audition and registration process for singers and keeping track of tuition and other payments as needed.

#### Artistic Staff Support

Oversight of the music library with support from parent volunteers. Assist in communications between ensemble directors and parents on concert logistics.

#### **Minimum Qualifications:**

- High school or General Educational Development (GED) diploma and one year of administrative experience; or an equivalent combination of education and experience
- Administrative experience, including handling invoices and managing time-sensitive emails and phone calls
- Strong written, verbal, and interpersonal skills
- Must be able to pass a general background check
- Friendly and professional demeanor that engenders relationships with donors, parents, students, Board members, colleagues, and staff
- Advocate as a representative of RYC and its partnerships with other organizations

#### **Preferred Qualifications:**

- Passion for learning, music and arts education, community engagement, and the desire to achieve equity of access to RYC's programs
- Bachelor's degree (Preferably in the arts, music, or related field)
- Arts Administration Experience
- Experience working around children
- Musical background
- Nonprofit experience

#### **Preferred Knowledge/Skills/Abilities:**

- Proficient in Google Suite
- Proficient in Canva or similar graphic design software
- Familiarity with Wix web design software
- Must produce excellent work with minimal supervision
- Social Media Fluency

#### **Compensation:**

\$750/month

***To apply, please send your resume and cover letter to [cshort@raleighyouthchoir.org](mailto:cshort@raleighyouthchoir.org)***