General Manager – Sage Singers
Job Description

Purpose of Position: Provide management support to Sage Singers

Supervised by: President of the Board of Directors

Compensation: Salaried position

Time Commitment:

1. Flexible hours, including evenings and weekends;
2. Approximately 25 hours per week on average for rehearsals and concerts spread over the year;
3. Additional time including:
    a. two or three major concerts generally fall, winter, and spring;
    b. tech rehearsals prior to each concert;
    c. monthly board meetings (Approximately 2 hours per month);
    d. annual chorus retreat; and
    e. regular and ad hoc committee meetings as needed.

Responsibilities:

1. Responding in a timely manner to correspondence and inquiries from singers, Board members, Artistic Director, Support Team, rehearsal and performance venue management, and inquiries sent to info@sagesingers.org.
2. Serving as Sage Singers liaison with rehearsal and concert venues management including:
    a. delivering monthly rent check to rehearsal venue.
3. Sending regular emails to singers and support staff including:
    a. chorus news and updates,
    b. rehearsal time changes,
    c. future events calendar,
    d. acknowledgements of special recognition,
    e. news about rehearsal venue events, and
    f. other news of interest.
4. Providing new membership support including:
    a. responding to all inquiries about joining Sage Singers;
    b. setting up new members in Chorus Connection;
    c. conducting an initial Meet & Greet with new members covering at least an overview of chorus, Mission & Vision, Behavior & Decorum, overview of policy & procedures, new member info sheet, and working with Chorus Connection;
    d. assigning mentor/buddy to help guide new members;
    e. introducing new members to Artistic Director, Accompanist, Section Leads, and Support team;
    f. maintaining all material used in New Member Meet & Greet including
        i. the letter from Judith Nelson;
        ii. welcome to Sage Singers letter;
        iii. new Member information form;
        iv. Sage Singers Values, Vision & Mission form;
        v. leadership contact sheet; and
        vi. Sage Singers Policy & Procedure for Behavior & Decorum.

5. Maintaining records of all members current and former.
6. Keeping electronic media current including
    a. assigning role-based security to all members;
    b. adding or changing events in the electronic calendar as needed;
    c. updating member information as needed;
    d. creating new member records including assigning them to a section, concert, and email groups; and
    e. changing members to alum status when they leave the chorus.
7. Scheduling and reserving rooms for Board Meetings, retreats, rehearsals, concerts, fundraising events, and other Sage Singers events and when necessary, in collaboration with artistic staff.
8. Recruiting, training, outlining duties, and supervising the support team including:
    a. setting up and tearing down of rehearsal space,
    b. supervising Music Librarian,
    c. collaborating with the Music Librarian to confirm that all music has been returned after each concert or when a member leaves the chorus,
    d. collaborating with Non-music Section Leaders to confirm attendance is taken at each rehearsal and concert,
    e. printing and distributing Sage Singers name tags,
    f. overseeing the sound system setup by a support team member,
    g. cross training support team in all roles,
    h. staffing concert front end, and
    i. other assigned duties.
9. Maintaining, organizing and inventorying rehearsal and concert supplies, music, etc. and replacing as needed.
10. Collecting mail at least weekly from Post Office box.
11. Working with the artistic and support staff to coordinate concert and other events including
    a. securing contract for venue, and
    b. monitoring ticket sales from electronic ticketing agent or venue representative
12. Collaborating with the Artistic Director and Graphic Artist on concert artwork including
    a. reviewing design of program cover;
    b. arranging for printing of program, postcards, and flyers;
    c. picking-up printing from the print-shop, and
    d. managing the distribution of postcards, emails, flyers, and programs.
13. Scheduling and attending concert planning meeting with the Artistic Director, venue management and support team.
14. Providing concert support including:
    a. acting as front-end manager for concert and ancillary events, (e.g., bake sales, T-shirt sales, etc.);
    b. arranging for ushers;
    c. securing staffing for front of the house at concerts (e.g., people for information, ticket collection, donation collection, and on-site ticket sales);
    d. transporting all concert supplies from rehearsal venue to concert venue, including:
        i. collection boxes,
        ii. cash boxes,
        iii. sign easels,
        iv. preprinted signs, and
        v. table clothes;

e. obtaining and bringing to the concert venue cash for change for the bake sale, ticket sales, and merchandise sales;
f. securing volunteers for venue tear down and clean-up and
g. assisting the Music Librarian with collecting all singers' music books after the concert.

15. Depositing cash and checks collected for membership support at rehearsals.
16. Reconciling who has paid their membership support on electronic media.
17. Depositing funds received at concerts (e.g., bake sales, merchandise sales, other fund-raising categories).
18. Reporting the amount of deposits to the Treasurer including what line item the funds are associated with.
19. Sending all purchase receipts, (e.g., office supply, post office,) to the Treasurer.
20. Collaborating with the Treasurer to monitor member support and reporting issues to the Board;
21. Communicating to the Board any accommodation being made for members who cannot pay their monthly membership support, (e.g., assisting with social activities).
22. Maintain security of corporate debit card.

Required Experience, Knowledge, Skills, and Abilities

1. An ability to work within electronic media: word processing, e-mail, and internet;
2. Comfort with and an understanding of the LGBTQ+ community.
3. Interest in and commitment to embracing the mission of the Chorus.
4. Ability to offer strong leadership skills as well as to balance work within a team setting.
5. Flexibility in working with a diverse group of volunteers and personalities.
6. Strong communication skills, both written and verbal.

Accepted by Board of Directors on 6/09/2025