



## POSITION OPENING

### **Marketing and Operations Assistant**

#### ***Company Description***

MasterVoices is a prominent NYC-based chorus that is dedicated to expanding the experience and potential of choral music. By presenting high-profile theatrical concerts, creating new repertoire and/or treatments of existing repertoire, and fostering innovative partnerships with artists, designers, directors, schools, and community groups, MasterVoices forges new paths in the art of musical storytelling, in choral singing and performance, and in sharing the powerful impact of the human voice.

#### ***Position Description***

MasterVoices is seeking a Marketing and Operations Assistant to provide administrative and logistical support for the organization, including at weekly chorus rehearsals; program support for our marketing, development, and community engagement initiatives; and production support for our performances.

#### ***Responsibilities***

- Manage cross-marketing initiatives with target and partner organizations
- Support marketing initiatives as assigned
- Administering and maintaining the MV Ticket Membership program
- Monitoring and maintenance of singers' fees and ticket minimum reporting
- Updating and maintaining MasterVoices and Artistic Director bios
- Facilitate score needs (order, disseminate, return as needed, make copies)
- Office vendor management (e.g., supplies etc.)
- Create and send holiday cards, thank-you gifts, get well gifts
- Monitoring and responding to general voicemail and email inquiries
- Maintenance of archival audio and video recordings after each performance
- Other duties or project work as assigned

#### ***Requirements***

The successful candidate will have demonstrated experience with classical music terms, names, instruments, and concepts, and/or similar from the musical theater genre. We are seeking a person who is highly articulate, both in speech and writing. Entry-level applicants are welcome if they have a background and/or training as described above. Also required are strong organizational and basic graphic design skills, as well as the ability to attend chorus rehearsals on Monday nights, and all day on each of the performance dates in the season. Video editing a plus. The successful candidate will love choral/vocal music!

***Type of Position / Compensation***

This is an 8-month, part-time position, averaging up to 20 hours per week, paying \$17-21/hour.

***Contact***

If interested, please send a resume and cover letter telling us about yourself and how your experience makes you an ideal candidate. Include what excites you about working at MasterVoices and/or in this position. We value a diverse and inclusive working environment for all employees and encourage all interested candidates to apply by sending materials by October 1, 2024 to Julie Morgan, General Manager and Associate Conductor, [jmorgan@mastervoices.org](mailto:jmorgan@mastervoices.org). No calls, please.

*MasterVoices provides equal employment opportunities (EEO) to all employees and applicants without regard to race, color, religion, sex (including gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, or other non-merit factor. In addition to federal law requirements, MasterVoices complies with applicable state and local laws governing nondiscrimination in employment.*