



CORO ALLEGRO

DAVID HODGKINS, ARTISTIC DIRECTOR

Job Description

Office Manager for Coro Allegro, Boston's LGBTQ+ and allied classical chorus

Reports to the Executive Director

Duties

- Office Management
 - Organize google workspace and physical filing systems and archival material;
 - Visit the office weekly. Collect mail;
 - Prepare deposit report, make bank deposits and record in Quickbooks Online;
 - Pay invoices and send checks via QuickBooks and our online banking systems;
 - Assist the Financial Consultant to reconcile deposits and expenses monthly.
- Stewardship and Advancement
 - Enter donations in our CRM patron database updated (currently ArtsPeople);
 - Generate reports, organize and send mailings, year-end and thank you letters;
 - Produce donor listings for concert programs.
- Concert production
 - Help the ED and Production Manager to plan and produce concerts and represent Coro Allegro onsite (Our next concert is **Letters to Our Children: Voices across Generations for LGBTQ+ Youth**, Sunday, May 22, 2022 at 7pm at Old South Church).
- Ticket Management
 - Assist patrons & chorus members to fulfill ticket orders in coordination with the on-site front-of-house manager.
- Manage Program Book Advertising
 - Solicit, negotiate, and track program book ads from businesses, other choruses, and community partners.
- Board support
 - Substitute for ED at occasional Thursday evening Board Meetings and provide support for board teams on request.
- Represent Coro Allegro when requested at concerts, occasional Sunday evening rehearsals, and Pride events.
- Other duties as determined with the Executive Director.

Qualifications

Coro Allegro seeks candidates committed to creating an affirming space for people of all sexualities, gender identities and expressions, races, religions, and abilities. Our ideal candidate will be trustworthy with a strong work ethic, be detail-oriented, organized and able to multitask, possess excellent written and oral communication skills and be able to represent the chorus with the public. We are looking for someone who enjoys working in a team, but is also able to to work remotely and manage tasks independently..

Skills Desired (Training can be provided)

- Competence with Google Suite and MS Office, Experience with QuickBooks online ideal;
- Experience with Customer Relations Management (CRM) databases, ticketing systems, MailChimp, and Canva or Adobe Creative Suite a plus.



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Hours and Compensation:

This part-time position averages 10 hours a week, paid at \$20/hour. The position is currently primarily remote but will require some in-person work in the Boston area. The schedule can be flexible but requires regular consultation with the Executive Director and may include occasional Sunday hours for rehearsals and concerts.

How to Apply:

Please send a short letter of interest and resume with relevant experience to jobs@coroallegro.org. The position is available immediately. Interviews will be granted on a rolling basis until a suitable candidate is hired. We look forward to hearing from you.

About Coro Allegro:

[Coro Allegro](#) is proud to be Boston's award-winning LGBTQ+ and allied classical chorus. Originally founded in 1990, under the leadership of Artistic Director David Hodgkins, Coro Allegro is known for award-winning programming, highly acclaimed performances, and recordings of works by an inclusive range of classical and contemporary composers.

Through our performances, collaborations, and community partnerships, Coro Allegro strengthens community, builds bridges, and enriches lives in the Greater Boston area and beyond.

Coro Allegro is committed to:

- Building bridges between disparate communities through extraordinary music;
- Providing access to choral music to broad audiences;
- Commissioning, performing and recording works by under represented composers;
- Serving as a model LGBTQ+ organization through artistic excellence and visibility.
- Offering a welcoming, affirming and supportive environment for performers and audiences alike of all sexual orientations, gender identities and expressions, races, religions, and ethnicities.

Coro Allegro is the recipient of the 2021 Choral Arts New England Board Award for exemplifying principles of diversity, equity, and inclusion through their Amplifying Black Voices series, and of the 2019 Chorus America Adventurous Programming Award.