



- JOB TITLE:** Director of Operations and Education Programs
- REPORTS TO:** Executive Director
- REPORTS:** Operations Coordinator, Chorus Master, Pianist and Vocal Coach
- JOB STATUS:** Full-time with benefits

**JOB SUMMARY:**

The Director of Concert Operations and Education Programs is responsible for chorus, concert, artistic operations, and the planning and implementation of education and community initiatives. The Director works with the Music Director and Executive Director on the development of concert seasons, scheduling, and budgeting. In addition to ensuring that the scheduling and production of all concerts, festivals, education programs, special events, and community engagement events run smoothly, effectively, and in a financially responsible manner.

**DUTIES & RESPONSIBILITIES:**

**Artistic and Concert Operations**

**Strategic goal:** To create concert experiences that are engaging and relevant for today.

- Ensure that all concerts are produced at a high level of excellence.
- Facilitate booking for all venues and rehearsal spaces.
- Work closely with the Cathedral staff and external venue staff to produce concerts.
- Communicate accurate concert information to CCS staff, chorus staff, and venues.
- Ensure music for all programs and commissions is obtained in a timely manner, within budget, including specific editions.
- Manage the concert production budget and monitor expenses throughout the season.
- Hire and manage additional concert production staff as needed.
- Arrange for all equipment and instrument rentals as required for each program/event. Ensure that piano moving is scheduled as needed. Ensure that piano tuning is scheduled prior to rehearsals and performances when needed.
- For off-site performances, visit concert venues in advance and do site visits for unknown local venues.
- Communicate load-in/load-out schedules to venues and staff.
- Work with CCS Director of Marketing and Cathedral front of house staff to facilitate CCS needs for front of house set-ups and event set-ups.
- Work with the Executive Director to negotiate artist contracts and ensure that letters of intent and artist contracts are fully executed prior to the announcement of each season. Communicate / coordinate with artist agents the requirements of artist contracts and implement those

requirements. Act as first point of contact for visiting artists and ensure that needs during their stay are met.

- Work with the Executive Director on season planning, artist date inquiries, and to develop season budgets. Work with the Music Director to confirm final concert programs.
- Hire all musicians, orchestra, ensemble, and incidental, working with an orchestra contract. Ensure that instrumentation for all programs is communicated accurately and that payroll is within budget.
- Contract professional singers to supplement the chorus on an as needed basis and within budget.
- Work with the Music Director to hire and re-engage the Chorus Master and Vocal Coach/Pianist. Manage all staffing issues, scheduling, conflict resolution, and ensure that they are informed and engaged as positive members of the CCS staff team.
- Manage all electronic media projects including radio broadcasts, television broadcasts, recordings, television commercials, etc. Work with the Executive Director to negotiate media contracts for radio broadcasts and recordings.
- Attend Music and Program Committee meetings and Board Meetings
- Manager on Duty for all concerts.

### **School and Community Programs:**

**Strategic goal:** To inspire and support singing in schools.

- Plan and implement core community engagement programs including the annual DC High School Choir Festival, school programs, and other community engagement initiatives.
- Manage and develop content for education and community presence on the CCS website.
- Manage the planning and implementation of all school programs. This includes scheduling, programming, scripting, assignment of singers and staff, contracting guest artists and hosts, promotion, media coordination, communication, event set-up and more.
- Facilitate the creation of supplementary materials and pre-concert activities for education initiatives.
- Manage the evaluation process of education and community programs through surveys, other tools, and discussions with singers, teachers, administrators, parents, students, community members, and staff.
- Develop plans and timelines and work with staff to promote programs, document projects, disseminate information, and refine programs for the following year.
- Manage the education and community programs budget.
- Participate in defining the future direction and mission for education and community programs.
- Make recommendations to artistic and operations staff on opportunities for audience engagement and participation; and on opportunities for increased diversity on stage.
- Maintain and strengthen relationships with community individuals that are mutually beneficial and strengthen CCS community engagement work.
- Work with artistic staff on the development of programming for all education and community programs.
- Work with Development staff to create grant proposals and final reports for community engagement programs.
- Report to the Board on CCS education and community initiatives.

### **Chorus Administration**

**Culture goal:** To cultivate an environment that celebrates and strengthens both the artistic excellence and dedication of our singer 'family'.

Chorus administration is primarily managed by the part-time Operations Coordinator position. The Director supervises this staff member and has the following over-arching responsibilities.

- Cultivate a professional, positive, and welcoming environment for chorus members.
- Ensure excellent chorus administration, communication, recognition, retention, and recruitment throughout each season.
- Attend rehearsals.
- Staff the Chorus Affairs Committee.

#### **REQUIREMENTS:**

This position requires a music education, performance and/or concert production background preferably with prior choir management experience. A degree in music and knowledge of choral repertoire is ideal. Candidates should possess excellent organizational and communication skills, work well in a team environment, and be a proficient computer user (Microsoft Office).

#### **HOW TO APPLY:**

Please send resume and cover letter to the attention of Genevieve Twomey, Executive Director, [gtwomey@cathedral.org](mailto:gtwomey@cathedral.org), 3101 Wisconsin Ave, NW, Washington, D.C. 20016. Application deadline: Monday, June 5.

#### **ORGANIZATION:**

The Cathedral Choral Society is the resident symphonic chorus of Washington National Cathedral. Founded in 1941 by Paul Callaway, the 145-voice chorus is the oldest symphonic choral group in Washington, DC. From 1985 to 2016, J. Reilly Lewis served as its second Music Director, leading performances ranging from symphonic choral masterpieces to world premieres.

The Cathedral Choral Society presents a concert series with four programs at Washington National Cathedral. In addition to its concert series, the chorus has performed around the city and on nationwide radio and television. The Cathedral Choral Society has appeared at the Kennedy Center with The Washington Ballet, the Juilliard Orchestra, in performances sponsored by Washington Performing Arts, and with the National Symphony Orchestra under Leonard Slatkin and other conductors. In 2014, the chorus performed Bernstein's Chichester Psalms with the Baltimore Symphony Orchestra under Marin Alsop at Meyerhoff Symphony Hall in Baltimore and Strathmore in Bethesda.

The chorus has a remarkable history of championing new music, including eight major commissions for new symphonic choral works and an annual commission for a new Christmas carol. Composers worked with include John Tavener, Libby Larsen, John Rutter, Dominick Argento, and Nico Muhly. Each season the chorus builds on a tradition of showcasing emerging soloists as well as internationally known artists. The Cathedral Choral Society's discography features ten recordings made at Washington National Cathedral. The Cathedral Choral Society offers community engagement programs, including sing-along opportunities for the public and an annual High School Choir Festival featuring choirs from across Washington, DC.