



REHEARSAL COORDINATOR and ADMINISTRATIVE ASSISTANT

The Young Women's Choral Projects of San Francisco seeks a part-time rehearsal coordinator and administrative assistant. The employee is an integral part of YWCP's small administrative team, assisting YWCP at all rehearsals and self-produced concerts.

THE ORGANIZATION:

The **Young Women's Choral Projects of San Francisco**, led by Interim Artistic Director Dr. Martín Benvenuto, is recognized as a world-class choral organization for young women. Founded in 2012 by Dr. Susan McMane, YWCP includes six levels of choral experience for young women ages 4-18 from across the San Francisco Bay Area. The mission of YWCP is to transform the lives of young women through exceptional artistry in choral performance, and to bring the expressive power of their music to the community, the nation, and the world. Through YWCP, participants of richly diverse socio-ethnic backgrounds find their voices as singers, artists and women in a nurturing environment that empowers them to achieve artistic and personal excellence. YWCP produces approximately six concerts each season in the Bay Area and sings regularly with professional ensembles such as San Francisco Symphony. More information about the organization can be found at www.ywcp.org.

Rehearsals for the ensembles are held at Calvary Presbyterian Church, 2515 Fillmore Street in San Francisco. This position reports to YWCP's Managing Director, and works directly with our young choristers.

DUTIES:

1. Prepare the rehearsal rooms before rehearsals (Sunday, Tuesday and Wednesday afternoons)
2. Check-in choristers at rehearsals and be a staff presence in the building:
Sundays 2:30-6:15pm 3 times a month, and 1:30 – 6:15pm once a month
Tuesdays 3:30-5:45pm
Wednesdays 3:30-9:15pm
3. Communicate with parents regarding all absences and tardies and send memos and general emails when needed
4. Keep attendance records for all choruses online
5. Be present as an assistant at all self-produced dress rehearsals and concerts
6. Help with special event setup, clean up and logistics
7. Help coordinate large mailings with volunteers
8. Help secure volunteers for various tasks
9. Help at in-person auditions 3 times a year
10. Help with other administrative tasks, as projects come up
11. Attend occasional Zoom staff meetings (Tuesdays 11:00-12:30) as requested.

HOURS: Average 14 hours a week (concert and event weeks will require extra hours)

On-site schedule:

Sundays 2:30-6:15pm 3 times a month, and 1:30 – 6:15pm once a month
Tuesdays 3:30-5:45
Wednesdays 3:30-9:15pm

Concert dates: 2022: December 9, December 10, 2023: March 11, June 10, plus others TBD.
Other hours will be worked flex-time, off-site.

This is hourly employment, mid-August to June.

SKILLS NEEDED:

- Love of children and music
- Professional demeanor
- Attention to detail and punctuality
- Basic computer skills
- Physical ability to set up rehearsal rooms including moving bulky items up and down four steps
- Helpful spirit and good people skills
- Self-motivated with good organizational skills
- Ability to manage volunteers with kindness and respect

SALARY: \$21/hour

HOW TO APPLY: Send a cover letter and resumé to info@ywcp.org. Please put “Rehearsal Coordinator” in the subject of the email.