



## PROGRAM ASSISTANT

The Young Women's Choral Projects of San Francisco seeks a part-time Program Assistant. The employee is an integral part of YWCP's small administrative team, assisting YWCP at all rehearsals and self-produced concerts, and completing several administrative projects outside of on-site hours.

### 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](http://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.

### PRIMARY RESPONSIBILITIES:

The Program Assistant is responsible for the setup of rehearsals, tracking the attendance of all participants, and serving as a staff presence in the building during all rehearsals and events; communicates with parents on attendance, procedures, and calendar questions; manages chorus order forms and paperwork; organizes volunteers as needed; assists with marketing and fundraising as requested; and may take on other special projects as directed by the Managing Director.

### SPECIFIC DUTIES:

#### Rehearsal Setup & Communication:

1. Be present as staff support at all self-produced rehearsals.
2. Prepare the rehearsal rooms before rehearsals (Sunday, Tuesday and Wednesday afternoons)
3. 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
4. Communicate with parents regarding all absences and tardies and send memos and general emails when needed.
5. Keep attendance records for all choruses online.
6. Collect and organize chorus paperwork.

#### Operations/Production:

1. Maintain YWCP online calendar.

2. Manage the order process for music folders and chorus costumes twice a year.
3. Create and track online forms for chorus.
4. Organize the music library in collaboration with the Music Directors.
5. Help recruit and manage volunteers for all organizational needs, in collaboration with Managing Director, including for marketing and fundraising mailings.
6. Work with venues on concert-specific issues (risers, parking, access times, etc)
7. Assist with box office at all self-produced YWCP concerts.

**Marketing & Recruitment:**

1. Help at in-person auditions 3 times a year
2. Take photos throughout the year, for use on social media platforms.
3. Assist with flyer and postcard distribution to promote YWCP auditions and performances

**Stewardship & Fundraising:**

1. Help prepare for and execute the annual fundraising Gala in spring
2. Help with event setup, clean up and logistics for any other special events throughout the year

**Miscellaneous:**

Assist with other facets of YWCP business from time to time as requested by the Managing Director.

**HOURS:** Average 20-24 hours a week (concert and event weeks may 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 (others TBD):

2022: October 30, December 9, December 10

2023: March 11, May 21 (tentative), June 10

Roughly 12 hours will be worked flex-time, off-site, per week (after initial training period).

**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

This is hourly employment. Benefits include paid sick leave as per San Francisco ordinances.

**HOW TO APPLY:** Send a cover letter and resumé to [info@ywcp.org](mailto:info@ywcp.org). Please put “Program Assistant” in the subject of the email.