

2/22/2025

Kona Choral Society General Manager

Job Details:

Salary: \$15,000 - \$20,000 a year

Time Commitment: Flexible Hours with some weekend and evening responsibilities, averaging 10-12 hours per week

Position Description:

Kona Choral Society (KCS) is opening a search for a General Manager (GM) to manage all administrative aspects of the Chorus. The mission of Kona Choral Society is to bring to the community choral music from masterworks to local traditions. KCS is seeking an enthusiastic and dynamic leader with a passion for the performing arts. The ideal candidate will come with excellent interpersonal and communication skills, along with experience in managing and working with a large group of dedicated volunteers.

Qualifications:

- Able to work independently and with multiple stakeholders; commitment to teamwork; superior ability to build and maintain relationships; able to delegate
- Able to multitask, especially during concert season; superb time management, organizational, and logistical planning skills
- Strong written, verbal and electronic communication skills
- Tech savvy: proficiency with websites, email, documents and forms
- Able to become proficient in using websites such as *Chorus Connection* and *Donor Perfect*
- Experience/familiarity with musical terms
- Demonstrates tact, maturity, discernment and confidentiality in operations; demonstrate a positive attitude, warm and approachable demeanor and a high level of professionalism; a sense of humor is essential
- Be a self-motivator and who can anticipate problems/issues and solve them with little or no drama. Some tasks call for proactive decision-making; some are purely clerical; ability to successfully meet competing priorities/deadline in a challenging environment.
- Knowledge of arts/culture organizations preferred
- Manage operations, and creation and upkeep of Standard Operating Procedures (SOP)

Accountability:

The position is under direct supervision of the President of the KCS Board and is accountable to the President of the Board, the Executive Committee, and the Artistic Director. The GM would participate as an ex-officio (non-voting) member of the Executive Committee, and Board of Directors, making reports as needed.

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Principal Duties and Responsibilities:

Logistics and Properties:

- Manage activities/duties timelines and personnel for large and small concerts
 - With the aid of volunteers, responsible for securing facilities and equipment/storage arrangements and transportation, for concerts, rehearsals, meetings as needed
 - Responsible to coordinate with orchestra contractor
 - Responsible for concert site/venue coordination and oversight of concert sales tables
 - Coordinate with Head Usher to secure and manage volunteer ushers and ticket takers
 - Concert Day Logistics Manager

Compensation:

- This position offers an average of 10-12 hours per week. The workload varies depending on the proximity of concert cycles and events on the calendar.
- The General Manager is required to attend all dress rehearsals and performances during the four + concerts per year
- The compensation for this part-time position is \$15,000-\$20,000 per year, and will be based on the candidate's experience
- Salary will be divided into 12 monthly payments

To Apply:

- Submit your cover letter, detailed resume, and 3 references to:
KonaChoralSociety@gmail.com
- Applications being accepted now.