The Virginia Children's Chorus (VCC) is seeking an Assistant Chorus Manager (ACM) for our two younger choirs, the Training Choir and Choristers. This is a part-time, hourly position, averaging 9 to 11 hours per week from late August through May or June, depending on concerts scheduled. After the season ends, limited weekday hours may be available, depending on summer office projects designated by the Chorus Manager. VCC is a 501(c)(3) non-profit arts education organization in Norfolk, Virginia. Website: www.vachildrenschorus.org.

Founded by Carol Thomas Downing in 1992, VCC has grown in both size and reputation to become a vital part of the Hampton Roads music community. Our auditioned singers, ages 6 to 18, come from every corner of Hampton Roads. Our four choirs, Training Choir, Choristers, Concert Choir and Chamber Singers, rehearse during the school year and sing in concert throughout the community. Our season runs from September through May / June. Training Choir and Choristers rehearse at Talbot Park Baptist Church, 6919 Granby St., Norfolk on Tuesday and at Providence Presbyterian Church, 5497 Providence Rd., Virginia Beach on Wednesday.

Virginia Children's Chorus is a small, non-profit arts education and performance organization with a staff of ten. The Assistant Chorus Manager is a valued member of the VCC staff, as are all our staff members. The ACM is expected to have a vested interest in the students’ growth and continued success and in the continued success of the Chorus.

**JOB DESCRIPTION**

The Assistant Chorus Manager (ACM) has responsibilities before, during and after VCC’s rehearsals, performances and auditions. Specific duties are noted below and are at the discretion of the Chorus Manager, who is the direct supervisor of the ACM.

**Special note:** As of our return to in-person activities in September 2021, all VCC staff, students, parents and volunteers are required to wear a face-mask, covering their nose and mouth, at all times during VCC activities. This will remain in effect until further notice.

A. Rehearsals

1. Duties
   - set up rehearsal rooms with supplies and equipment,
   - greet students and parents for sign-in before rehearsals,
   - check students’ rehearsal supplies at sign-in,
   - answer or find answers to parent questions,
   - supervise children outside of the rehearsal rooms (before rehearsal, at snack break, and at dismissal),
   - general communications to and with parents in person or by telephone.
   - assists the Chorus Manager with music database updates, music filing and general record-keeping.

2. Hours – Tuesdays: approximately 3:30 to 8:30 p.m. and Wednesdays approximately 4 to 8:30 p.m. There are also Saturday rehearsals about once per month when the ACM will work from 8 a.m. to Noon.

B. Concerts / Dress Rehearsals
1. Duties
   - All check-in and supervisory duties as noted above under Rehearsal Duties.
   - Verify students have complete performance uniforms and help to resolve uniform problems, assist the CM with stage management before and during concerts, including recording student stage placement, keeping the students in the proper line-up to go on and off stage, monitoring students during the concert for any problems with health, behavior, uniforms, etc.

   2. Hours – flexible, generally weekends from October to December and February to May or June, depending on the concert schedule.

QUALIFICATIONS
   - High level of responsibility and professionalism
   - A pleasant, patient demeanor with strong verbal and written communication skills
   - Very good computer skills; proficient in using Microsoft Office Excel and Word.
   - Enjoys working with children from ages 6 to 12 and a variety of parent volunteers who will assist the Chorus Manager and ACM during rehearsals and concerts.
   - Can provide own transportation to VCC rehearsals and concerts

SALARY
   Hourly rate depending upon level of experience.

APPLICATION PROCESS
   Interested applicants should submit cover letter, resume including work experience, and 3 references to Grace Parkinson, Executive Director via e-mail (vccexecdir@verizon.net). References should include their contact phone number and e-mail address. Please phone the Executive Director at (757) 440-9100 with questions.

   Virginia Children’s Chorus is a non-profit, non-sectarian, equal opportunity cultural arts organization. It does not discriminate on the basis of race, creed, color, national origin, sex, age or disability in the employment of faculty or staff, the admission or treatment of students, or in the operation of its education activities. Anyone meeting the above qualifications is encouraged to apply

   October 2021