

# THE CHICAGO SYMPHONY ORCHESTRA ASSOCIATION

## JOB DESCRIPTION

**TITLE:** Chorus Manager

Reviewed: 07/2024

**FLSA STATUS:** Exempt

**DEPARTMENT:** Artistic

### GENERAL SUMMARY

Provide proactive, energetic and thoughtful management for all aspects of the Chicago Symphony Chorus ("CSC"), a professional paid chorus. Manage and coordinate all aspects of chorus scheduling, communication, payment and personnel management for all activities of the Chicago Symphony Chorus ("CSC") and in accordance with the Collective Bargaining Agreement between CSOA and AGMA ("Chorus CBA"). Serve as representative and liaison for Chicago Symphony Chorus both internally and externally and, when required, on a local and national basis.

### PRINCIPAL DUTIES AND RESPONSIBILITIES

#### 1. Operations and Scheduling:

- Work with Chorus Director, Vice President of Artistic Planning, Director of Artistic Administration, and other CSOA Artistic Staff Administration to schedule, budget and coordinate each CSC season. Communicate any CBA requirements that may impact artistic decisions.
- Schedule, coordinate and communicate all Chicago Symphony Chorus services (rehearsals, concerts, warm-ups and recording sessions) in compliance with the Chorus CBA and as directed by the Chorus Director. Ensure timely communication of pertinent scheduling information to chorus as outlined in Chorus CBA.
- Coordinate with Assistant to the Music Director, CSO and SCP Artist Coordinators on scheduling of CPR's and orchestra/chorus rehearsals. Communicate any relevant work rules.
- Manage all CSC activities at the Ravinia Festival. Prepare and communicate budgets to Ravinia festival as requested and in accordance with CSOA/Ravinia agreement. Ensure timely and accurate communication of information of Ravinia festival planning to relevant CSOA administrative staff and Choristers as outlined in the Chorus CBA
- Attend all chorus services during a given season/year.
- Manage and oversee the booking and room setups for all CSC related events in Artsvision.
- In consultation with the CSO Stage Manager and Chorus Director, determine and communicate chorus stage setups and formation for each chorus performance. Communicate seating arrangements to chorus members.
- In connection with the League of the CSOA, coordinate and manage annual Chorus Honors reception. Identify retired members of the chorus and manage awards and ceremony remarks.
- Work with CSOA Director of Operations to plan and organize any tour performances that involve the CSC. Serve as tour manager for all tours involving the CSC.
- Schedule and work with CSOA PR department for PR matters of the CSC.
- Respond to external inquiries directed to the CSC. Prepare and communicate information to external presenters that are interested in engaging the Chicago Symphony Chorus.
- Update and maintain active and past membership and contact directory for Chicago Symphony Chorus.
- Provide musical support to CSOA Artistic Department or Chorus Director when requested, including but not limited to, perusing scores to determine chorus participation and/or vocal requirements.
- Plan, prepare and participate in AGMA negotiations as part of CSOA management team.
- Maintain awareness of implications of various national contracts (AGMA, AFTRA, AFM) that may have an implication for the CSC, including work rules, and wages and areas of audio and audio-visual recordings.

#### 2. Roster and Personnel Management:

- Serve as principal liaison for Chorus AGMA committee, managing and actively maintaining positive working relationship between the CSOA and Choristers.
- Work with Chorus Director to actively recruit new members for the chorus, promoting diversity and equity in all recruitment efforts. Recruit and maintain a large roster of volunteer and supplementary choristers.

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- Organize and oversee all aspects of any and all chorus member auditions and recruitment (approximately 150 applicants annually) including preparation and dissemination of audition information; processing of incoming audition applications and answering related correspondence.
- Provide management to support and promote diversity and inclusivity within the Chorus.
- In accordance with the CBA, prepare chorus rosters for each work in a season and issue individual chorus members contracts for employment
- In consultation with Chorus Director, engage, contract chorus staff conductors, chorus accompanists and chorus language/diction coaches. Process payments to chorus artistic staff and any other vendors/contractors as required.
- Serve as point of contact for chorus member personnel matters. Communicate information to CSOA HR department and/or Chorus AGMA committee when applicable.
- In consultation with Chorus AGMA Committee and CSOA HR department, update annual CSC Policy Handbook when necessary. Communicate CSC policies to new chorus members during on-boarding process.
- Ensure that Chorus Members adhere to all policies and procedures per the chorister policy handbook and take disciplinary action when necessary.
- Notify chorus members of any disciplinary/artistic concerns as communicated by Chorus Director. Maintain accurate records of any disciplinary/artistic concerns and follow-up with chorus members as needed and/or mandated by CBA.
- Manage and provide communication for new hire paperwork from new chorus members and submit to Human Resources department. Organize and conduct New Member Orientation for new chorus members.
- In connection with the Human Resources Department, communicate and coordinate annual Anti-Harassment training requirements, and ensure compliance.
- Supervise Assistant Chorus Manager/Chorus Librarian.

### 3. Budgeting and Payroll

- Prepare and monitor the annual chorus budget of approximately \$1,000,000, providing forecast updates when required.
- Prepare and submit semi-monthly Chorus payroll information in accordance with Chorus CBA.
- Prepare and communicate chorus pay date schedule as stated in chorus CBA.

### 4. Guest Chorus and Ensemble Management:

- Issue contracts, manage, and provide communication for operational/production logistics for supplementary and/or external choruses that are engaged to perform.
- Recruit, engage and coordinate pre-concert lobby performers and performances for each Merry, Merry Chicago performance.

### 5. Other duties as assigned.

CSOA is an equal opportunity employer where all qualified applicants will receive consideration for employment and will not be discriminated against on the basis of race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, ancestry, or national or ethnic origin. We value diversity and inclusion and seek to build and maintain a community and culture that celebrates and values diverse backgrounds, identities, and perspectives. We consider equivalent combinations of experience and education for jobs, and all candidates who believe they possess equivalent experience and education are encouraged to apply.

## REPORTING RELATIONSHIPS

1. Reports to the Director of Artistic Administration. Works closely with Chorus Director and VP for Artistic Planning.
2. Supervises Assistant Chorus Manager/Chorus Librarian.
3. Other contacts include: accompanists, vocal and language coaches, Symphony Center and Ravinia staff, professional colleagues and the general public.

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### **KNOWLEDGE, SKILLS AND EXPERIENCE**

1. 4+ years experience working for a performing arts organization.
2. Formal education in music preferred or equivalent experience; knowledge of choral repertoire a plus; ability to read scores a plus.
3. Proven proficiency with budgeting.
4. Negotiating and personnel management skills preferred.
5. Excellent computer skills, including Microsoft Word, Excel, and Access.
6. Excellent communication and diplomacy skills.
7. Ability to speak with confidence in front of large audiences.

### **WORKING CONDITIONS**

Pleasant office environment. This position requires working evenings and weekends.