



LAKESHORE CHORALE BUSINESS COORDINATOR

Part Time

About Lakeshore Chorale

Lakeshore Chorale, Inc. is a 501(c)3 non-profit organization that consists of one adult choir and three youth choirs that perform a wide variety of choral literature throughout each five-concert season that runs from September through May each year. Lakeshore Chorale offers the opportunity for continuing musical education and enjoyment for performers, audience, and the community. Quality music for the whole family – music for life!

The mission of Lakeshore Chorale is to establish and maintain a tradition of choral excellence through the performance of significant choral literature and offer people the opportunity for artistic growth within choral ensembles.

Position Overview

As the Business Coordinator you will be directly responsible to the Lakeshore Chorale Board of Directors (BOD) and you will work with them towards supporting the chorale's mission. You will be the main point of contact for the organization; coordinating with the BOD and the other independent contractors to plan concerts. You will communicate effectively with singers and audience members while also maintaining relationships with area businesses and venues in order to keep the chorale running smoothly. As the Business Coordinator you are counted on to keep financial and archival records organized for the chorale's future success.

This position is part time with most responsibilities concentrated in the weeks preceding concert dates. Lakeshore Chorale's season runs September to May with concerts in October, December, February, April and May.

Position Responsibilities

- Oversee operations and communications
- Maintain relationships with donors and supporters
- Coordinate with BOD and other independent contractors to facilitate rehearsal and concert logistics
- Maintain an organized system for files, financials and other records
- Attend all concerts, board meetings and other required meetings
- Assist in fundraising and grant writing
- Become an expert in Robert's Rules of Order and the Lakeshore Chorale Bylaws

Qualifications

Revised 03.12.2024

Required: Relevant degree or equivalent combination of education and experience

Preferred:

- At least two years of administrative experience
- At least one year experience on a board of directors
- Excellent written, verbal and interpersonal communication skills
- Experience with Microsoft Office, Google Docs and Zoom is a plus
- Ability to adapt to a changing environment and to handle multiple priorities at once

Compensation

The position of Lakeshore Chorale Business Coordinator is part-time, paid as an independent contractor. The position is paid for the job, not by the hours worked. Compensation is based on skills and qualifications for the positions, length of service, and salary range deemed appropriate for the position.

HOW TO APPLY

Please apply by submitting the following materials via mail or email:

- **Resume**
- **Cover Letter**
- **Either 2 letters of recommendation or 3 references**

The deadline to apply is Friday, April 19th

Email:

lakeshorechoraleboard@gmail.com

Mail:

Lakeshore Chorale
PO Box 36
Sheboygan Falls, WI 53085

Join us for a Concert!

If you're interested in hearing what we're all about, please consider joining us for one of our upcoming concerts. The Lakeshore Youth Chorale is celebrating their 30th Anniversary with their concert in April and the adult singers have a concert the first Saturday in May. Tickets are available at the door or online:

<https://lakeshorechorale.org/tickets.html>

All Things Bright and Beautiful

*Sunday, April 7th, 2024 at 3:00 p.m.
Trinity Lutheran Church, Downtown Sheboygan*

Music of our Time

*Saturday, May 4th, 2024 at 7:00 p.m.
First Congregational Church, Sheboygan*