



Administrative Coordinator Position Description

Since 1992, Aurora Chorus has honored the strength and beauty of women's lives through the fine art of choral singing. Aurora was founded on the belief that music can be a powerful instrument of peace—locally, globally, and in the hearts of all who sing and all who listen. In an atmosphere of personal growth and cooperation, Aurora is proud to provide both novice and experienced singers with an unparalleled opportunity to expand and transform a love of singing into an understanding and appreciation of healthy vocal production, choral technique, musical expression, and musical literacy.

Part-time/Hourly - 20 hours per week

Compensation: \$22-\$27/hour based on experience

The administrative coordinator position is a central gathering point for projects, history, and chorus to-do lists. This position may recruit volunteers, help make necessary decisions, and pilot projects as required. Among duties assigned to the administrative coordinator are:

General Administrative Support

- Manages the mail, checking the PO box, forwarding mail as appropriate
- Handles several business email addresses
- Attends all major meetings with the Board, ACT (Aurora Coordinating Team)
- Coordinate with Chorus Coordinator on supporting recruitment and training of volunteers
- Maintains paper files in our store room
- Maintains Google docs files + historic electronic files
- Updates *How To Manual* as needed
- Maintains/updates the website
- Maintain/update ticketing service
- Social media account management (Facebook + Instagram)

Finance/Donors

- Records weekly + monthly donations in Quickbooks and Little Green Light
 - Makes donation deposits as needed

- Run reports from Stripe, Quickbooks, Give Lively, and LGL
- Coordinate with the Board on monthly donation receipts and thank you's
- Year-end donation receipts mail merge, printing, and mailing

Concert/Production

- Coordinate all front of house activities for concert days, including supplies, decorations, ticket sales, and post concert reception
- Work with the artistic director and stage manager to set concert hall + reserve seating
- Work with board members to create program, coordinate printing and pickup, and distribution
- Handle all ticket + CD sales through square system
- Work with Chorus Coordinator to support volunteers
- Post concert ticket, donation and CD sales reconciliation