

OPERATIONS MANAGER (Part Time)

The Holland Chorale, a premier choral performance organization serving western Michigan for nearly 60 years, is searching for an Operations Manager. This person will be responsible for managing the day to day operations of the organization. This includes support for the Board of Directors, as well as the Artistic, Finance, and Development Directors. Other duties include planning and executing rehearsal, performance, marketing, and fund-raising calendars for each season, as well as recruiting and training volunteers, managing season ticket and event ticket sales and promotion, and managing communication (including email distribution and some social media). Must have excellent organizational and relational skills and a passion for the arts. Flexible work load hours will average approx. 10 hours per week. Send resume and cover letter by July 19, 2017 to Carol Bechtel: carol.becht@westernsem.edu.