

**HOLLAND CHORALE OPERATIONS MANAGER
(Part Time)**

The Holland Chorale, a premier choral performance organization serving West Michigan for over 60 years, is searching for an Operations Manager. This person will be responsible for managing the day-to-day operations of the Chorale, including administrative support for the Board of Directors and the Artistic and Development Directors. Other duties include bookkeeping, maintaining the season calendar, communicating and marketing, managing tickets, and coordinating volunteers. Must have excellent organizational and relational skills, experience with Quickbooks and a passion for the arts.

Learn more about us at hollandchorale.org

Flexible at home work hours will average approximately 15 hours per week. Send resume and cover letter by May 10 to HR@hollandchorale.org.