



Title: Program Coordinator

Reports to: Artistic Director/Executive Director

Job Description

OVERVIEW

The Program Coordinator works in coordination with the Artistic and Executive Directors to plan and execute Encore's program activities including, but not limited to, program implementation and administration, internal and external operational/administrative liaison, program marketing, and reporting.

DUTIES AND RESPONSIBILITIES

Support Choral Program Activities

- Provide administrative support for the development and implementation of new and existing choral programs.
- Plan, organize and secure rehearsal space and concert venues including preparing contracts for venues, arranging for room set-ups and equipment needs, and ensuring that conductors and participants have the information and materials needed to run each semester successfully.
- Work with site representatives to ensure appropriate communication between Encore and venue staff.
- Communicates with venue representatives to ensure that they are informed about most up-to-date pricing structure and course descriptions for their program communications
- Serve as the point of contact for all questions regarding rehearsal and concert sites.
- Ensure marketing materials, press releases and other communications materials are properly disseminated
- Provide on-site administrative and operational assistance at the beginning of program semesters and at concerts
- Monitor program costs per venue vs. expenses and make recommendations to ensure that Encore is making the best program decisions for the overall health of the organization.
- As needed, assist in the development and dissemination of marketing and other printed materials, including brochures, flyers, concert programs, press releases, etc., as well as electronic communications.

Support Summer Institute Activities

- Provide administrative support for the development, implementation, and marketing of Summer Institutes.
- Coordinate logistics for all Summer Institute programs including serving as on-site staff.
- As applicable, perform the duties outlined under Choral Program Activities.



Support Travel Activities

- Provide administrative support for the development and implementation of Encore's travel programs.
- Coordinate logistics for all annual travel programs.
- As applicable, perform the duties outlined under Choral Program Activities
- As needed, assist with development and dissemination of marketing materials for travel programs including all printed and electronic communications.

Miscellaneous Administrative and Support Activities

- Works with staff to support the coordination of special events including weekend getaways, classes and fundraisers
- Provides administrative support as may be needed for Encore Affiliate programs.
- Assists in web site content development and maintenance.

Other

- Performs other duties as required and assigned.

QUALIFICATIONS

The Program Coordinator must have a Bachelor's Degree in Arts Management, Recreation, Business Administration or related field and 3 to 5 years of experience. In addition, the Program Coordinator must have a strong desire to support the artistic pursuits of adults over the age of 55 and be motivated by working in the field of non-profit management.

The Program Coordinator **must**:

- Have strong time management skills
- Demonstrate excellent verbal and written skills
- Possess the ability to communicate effectively with both customers and business contacts, and to speak publicly and organize/lead groups when required.
- Highly developed interpersonal and customer service skills.
- Be highly organized and be able to pay close attention to detail
- Be a flexible problem solver with excellent organizational and administrative skills
- Possess the ability to work collaboratively with staff and volunteers
- Be a flexible team player and motivated by a fast-paced and dynamic work environment
- Possess excellent technology and computer skills including knowledge of the Microsoft Office Suite, with particular emphasis on Word and Excel. Familiarity with eTapestry, and project management (Asana or MS Project) software a plus.
- Possess particular strengths in logistics and project management.
- Basic knowledge of music a plus.

Salary commensurate with experience. Excellent benefits. To apply, please send cover letter, résumé, three references and salary expectation to: ED@encorecreativity.org. No phone calls please.



ORGANIZATION

Encore Creativity for Older Adults (Encore), founded in 2007, and headquartered in Annapolis, MD, is the nation's largest choral program for adults age 55 and over. Encore's mission is to provide an excellent and accessible artistic environment for older adults, regardless of experience or ability, who seek arts education and performance opportunities under a professional artist. Encore is an IRS 501(c)(3) nonprofit organization.

In its twelve years of existence, Encore has grown to over 1,200 singers in 22 choral groups in Maryland, Virginia, Washington, D.C. and New York City, including 15 Encore Chorales and 7 Encore ROCKS rock-n-roll choruses. Additionally, Encore has affiliate programs in California, Colorado, Pennsylvania and Ohio. Beginning in September 2019, Encore will introduce its newest choral group, Sentimental Journey Singers, an ensemble designed for those with early to early/moderate Alzheimer's, dementia and other memory impairments.

Encore's annual program consists of two fifteen-week "semesters" of rehearsing repertoire, followed by concerts that are free and open to the public. All groups rehearse the same music, enabling them to come together for concerts with as many as 550 singers in any one concert. Concerts are held at high quality, high visibility locations including the Kennedy Center and DAR Constitution Hall.

In addition, Encore conducts four "summer camps" per year. Two of the camps concentrate on the traditional choral repertoire while one is a rock & roll camp. The newest camp will premiere in Colorado in 2020 and will be a combination of traditional choral and rock-n-roll music. The camps are usually five days in duration.

Encore also offers a travel program, with singers traveling and performing in Europe, North America and on cruise ships. There is typically one of these events per year, in May or June. In 2019, Encore toured London and surrounding areas, after a transatlantic crossing and three performances aboard the Queen Mary 2. Encore also offers choral weekend getaways.

In view of the above, Encore's operating tempo is intense year-round. Well-managed and continuous growth is a priority in Encore's three-year Business and Strategic Plan. This requires an inspired, committed, self-starter program coordinator who will work closely and in collaboration with the Executive Director and Artistic Director.