|  |
| --- |
| **Communications and Operations Manager**The Bach Choir of Pittsburgh presents unique and inspiring interpretations of choral works forarts-loving audiences across the Pittsburgh region. At this time, we are seeking a highly motivated person with a passion for the arts to help advance our artistic, social and organizational goals. The Communications and Operations Manager will play a key role in building awareness and enthusiasm for the Bach Choir, its programs and initiatives, by managing social media content and enhancing strategy and donor communications. The position reports directly to the Managing Director and also works closely with the Artistic Director, Board Members and Choir Members. **Responsibilities:*** Produce and manage social media content by identifying areas for growth and building a strong, well-defined social media plan
* Manage our donor communications, including newsletters, updates, and thank you letters
* Create and produce marketing materials including season brochure, program books, posters and flyers
* Manage and maintain website, donor database, email marketing, etc., and keep records up to date
* Manage online and live events
* Other administrative tasks

**Qualifications:*** Bachelor’s degree preferred
* Demonstrable skills and experience in social media strategy
* Proficient with Adobe Creative Suite and/or other design software
* High level of proficiency with Excel and experience with other MS Office Suite programs
* Competency with content management systems, email marketing tools, website builders, etc.
* Familiarity with Word Press a plus
* Familiarity with Salesforce a plus
* Self-motivation, enthusiasm, communicativeness, resourcefulness and versatility as a member of staff are the desired traits

**Hours and Information:** 30 hours/week with some flexibility and potential for some remote work after an initial induction period. The position will be based in Rodef Shalom Congregation, 4905 Fifth Ave, Pittsburgh, PA 15213. The Communications and Operations Manager position calls for some physical effort, stamina and energy while stationary and /or moving throughout concert venues during set-up, performances and tear-down. Accommodation may be made to enable individuals with disabilities to perform the essential functions.The Bach Choir of Pittsburgh is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. TO APPLY, please email a **Cover Letter** and **Resume** with the subject line MANAGER RECRUIT to info@bachchoirpittsburgh.org. Please refer directly to the specific qualifications and responsibilities in the job description in the cover letter.Specific priorities in this position include, but are not limited to: |
| **Communications and Marketing** |
| * Contribute to development of communications strategies, marketing plan and timelines
* Generate marketing and fundraising mailings and email blasts
* Help develop:
	+ Print material including season brochure, program books, postcards, posters, mailings
	+ Full range of social media content for website (WordPress), FB, Twitter, etc.
	+ Choir and Audience Surveys
* Manage distribution
* Manage ticket sales (ShowClix)
* Manage program advertising including ad trades with other arts organizations
* Track marketing, including Google Analytics, and surveying initiatives, analyze data and produce reports
* Post BCP events to local print publications and online calendars
* Maintain BCP calendars & choir member hub
 |
| **Operations** |
| Concert Production* Work with performance venue and volunteers to ensure smooth operation~~s~~ before, during, and after performances
	+ Arrange for loan or rental of equipment as needed
	+ Coordinate venue set-up and break down
	+ Coordinate videographer, sound tech, etc.
	+ Manage box office/front of house & concert volunteers
	+ Coordinate concert accessibility and communicate info via website, eblasts and signage

Special Events* Assist with planning of fundraising and other events
* Ensure smooth running of event
	+ Manage logistics with venue, caterer, other vendors
	+ Manage event volunteers
* Manage auction process including online auction, organize auction items
 |
| **Administrative:** |
| * Track all incoming revenue including donations, campaigns, choir dues, payments, ticket sales
* Maintain database (Salesforce)
* Generate acknowledgement letters
* Day to day office functions (phone, mail, email, etc.)
 |
| **Board of Directors** |

* Attend and minute meetings as needed
* Support the Board, Committees and Managing Director as needed
* Represent BCP at external meetings and conferences as needed