



[www.consonancechicago.org](http://www.consonancechicago.org)

## **Job Opening: Manager (contractor)**

Consonance – Chicago Choral Artists, is a nonprofit professional choral organization, now in its 50<sup>th</sup> season, that presents a broad range of fine arts choral programming in the Chicago area. We are seeking a skilled individual to provide independent-contractor management services for general operations.

The below scope of services require coordination with the Artistic Director, Communications Manager and board of directors as appropriate. The overall deliverable is ensuring the smooth operation of the organization necessary to its continued success.

The ideal contractor will have experience managing non-profit operations with a varied skillset, equally competent with managing (for example) transactions in multiple databases, creating promotional materials, greeting concert audiences and managing volunteers.

Consonance is based in River Forest, Illinois. On-site presence at concerts, select rehearsals, and certain fundraising events is part of the contracted scope and may include evenings and weekends. The scope of services is expected to require approximately 20-25 hours per month, varying with the concert and fundraising calendar. A laptop for organizational work is provided for the manager's use.

Compensation is \$6,000, paid in equal monthly installments of \$500, and does not provide any additional benefits.

*Interested individuals are asked to submit a cover letter and resume to [manager@consonancechicago.org](mailto:manager@consonancechicago.org).*

### **Independent Contractor Status:**

This is an independent contractor position. The contractor will determine their own methods, schedule, and means of performing the services, except for required on-site presence at concerts and events. Nothing in this description should be interpreted as creating an employer–employee relationship.

Because this role includes handling deposits, vendor payments, and organizational purchasing, the contractor may be issued a Consonance credit card and granted limited access to financial systems. This access is provided solely to facilitate the contracted services and does not constitute employee status.

### **Accountabilities:**

#### Concert Management (3-4 concerts per year):

- Assist with procuring, contracting and maintaining communications with concert and rehearsal venues
- Assist as needed to ensure proper setup and break down for concerts
- Manage day of concert box office and ensure proper volunteer staffing and training
- Coordinate on-site logistics with the Artistic Director and Communications Manager as needed.

#### Ticket and Donation Management

- Maintain database for ticket purchases and donations, updating for concert information, purchaser and contributor details
- Monitor local post office box for checks received and deposit timely, recording deposits in the financial database
- Report ticket sales and donation statistics to board as requested
- Ensure accurate and confidential handling of donor and payment information

#### Expense Management

- Assist with musician rosters and associated recordkeeping, verifying and distributing payments due, including assisting with year-end 1099 filings
- Manage all vendor payments and enter accurately and timely into financial database
- Oversee issuance of credit cards for miscellaneous purchases and enter purchases accurately and timely into financial database
- Maintain organized digital records of all financial transactions performed under this contract

#### Marketing and Fundraising

- Assist with marketing/promotional communications, including but not limited to social media postings, website updates, news releases, mailings and print publications (this is done in collaboration with the Communications manager)
- Assist with outreach efforts with schools, churches and other community organizations
- Assist with fundraising activities, including galas and other events

- Assist with grant applications
- Report marketing and fundraising statistics to board as requested

The above statements describe the general nature and level of work for this position. They do not intend to be an exhaustive list of all duties and additional responsibilities may be requested

**Required Qualifications:**

- Previous administrative and database management experience
- Competence working in Microsoft Office (e.g. Word, Excel) and other applications (Google products, Zoom, etc.)
- Extremely organized, detailed oriented and proactive with the ability to efficiently manage and prioritize multiple concurrent projects
- Excellent interpersonal skills and the ability to work in cooperation with a wide range of individuals
- Excellent written and verbal communication skills
- Ability to demonstrate sound judgement in the absence of direct instruction
- Ability to handle donor and payment information with complete confidentiality
- Ability to work independently, while collaborating effectively with organizational leadership when needed

Learn more about us at:

[www.consonancechicago.org](http://www.consonancechicago.org)

@chicagochoralartists