

## Canterbury Voices

### **Programs Manager**

**Compensation:** \$45,000 (commensurate with experience)

**Reports To:** Pam Mowry, Executive Director

Canterbury Voices, Oklahoma's largest volunteer adult chorus and renowned youth chorus, seeks a Programs Manager to join our team and oversee all programs-related functions for this 501(c)(3) non-profit organization. This position is a vital member of a team, working closely with the Executive Director and Board of Directors. The Programs Manager communicates directly with Canterbury choir members, parents and families, as well as our five conductors. The ideal candidate will be a highly motivated individual with strong writing and organizational skills. Being a productive part of our small staff of four is extremely rewarding.

#### **PRIMARY RESPONSIBILITIES**

- Manage all aspects of enrollments for the organization, which includes recruitment, networking, and working closely with individual families to assure successful participation in Canterbury's programs (collecting tuition fees, dues, ordering uniforms).
- Oversees database hub that houses information about singers, music, and communication tool.
- Manage Canterbury Youth Voices' scholarship program.
- Manage and coordinate auditions, rehearsals, and performances for all programs of Canterbury Voices. Create and maintain corresponding calendars for each program.
- Assist Canterbury Voices artistic director and Canterbury Youth Voices conductors where needed. Facilitate planning meetings to assure a streamlined concert season launch each year.
- Responsible for weekly internal communications with all participants in Canterbury's programs.
- Field requests for community partnerships and performances. Manage and balance additional performances with existing calendars and groups.
- Coordinate Camp Canterbury in partnership with Canterbury Youth Voices conductors. Hire and manage camp counselors, staff, and instructors.
- Manage Oklahoma City University (OCU) partnership areas - hiring interns from OCU vocal music education program, booking rehearsal spaces at OCU.
- Recruit, train, activate, and mobilize volunteers for all major programs. Assist in volunteer recruitment for additional activities as needed, including the Festival of the Arts.
- Manage music library (shared with OCU) and order print/digital music as needed for various ensembles/programs. Order orchestral rental parts and scores as needed for Canterbury Voices performances.

#### **QUALIFICATIONS AND SKILLS**

➤ **The successful candidate must:**

- Hold a Bachelor's Degree.
- Possess excellent verbal and written communication skills.
- Have at least two years of one or more of the following: experience working within a nonprofit, music-related, or education team.
- Be a strategic leader with solid experience in managing tasks, accomplishing common objectives with fellow staff members in a collaborative team environment.
- Project management skills. Ability to delegate tasks to volunteers or interns.

- Work autonomously to meet the goals of the organization's programs, while collaborating with other team members to ensure the success of the organization's mission.
- Be exceptionally well-organized, set priorities, focus on details and follow through in delivering the organization's mission to constituents, with the flexibility to welcome and embrace change, and the ability to balance many internal and external challenges.
- Be a sophisticated, warm, highly personable, mature and discreet individual, with an entrepreneurial mindset and a results-oriented work ethic, who works effectively with all types of people.
- Understand and support the mission of Canterbury Voices, appreciate the important role cultural institutions play in the life of a vibrant community, and have the ability to articulate this mission and role to others.
- Be technologically savvy and curious:
  - Be proficient in database management.
  - Possess solid skills in a hybrid PC- and Mac-based workplace with remote technology available as needed (Basecamp, Google Workspace, Salesforce CRM, Zoom, and Microsoft Office Suite).

➤ **Successful candidates may set themselves apart by having the following optional skills and background:**

- Group travel coordination experience
- C-2, C-3, or Native Fluency in Spanish
- Music-related undergraduate or graduate degree
- End-user Salesforce experience (non-administrator role)

**Work Schedule:**

This position is full time and requires some off-peak hours for evening or weekend meetings and events.

**Application Procedure:**

To apply, please submit the following electronically to: [pam@canterburyokc.com](mailto:pam@canterburyokc.com) – subject line PROGRAMS – **by January 9, 2025 11:59 PM.**

- Cover letter
- Resumé
- Contact information for three professional references including name, title, email, phone, and relationship

**In addition to these materials, an in-person writing prompt will be required if selected as a finalist.**

*Canterbury Voices is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.*

---

**About the organization:** Canterbury Voices is a 165-member adult chorus, performing three concerts per year at the Civic Center Music Hall, often accompanied by the Oklahoma City Philharmonic. Canterbury Voices won The American Prize in Choral Music Community Division in 2022. Canterbury Chamber Voices is a recently formed 30--member ensemble auditioned from the larger choir, performing a feature concert each May. Canterbury also offers children in grades 2-12 an outstanding choral music education through the Canterbury Youth Voices (CYV) program. With 172 students divided by grade into four distinct choirs, Canterbury has four renowned conductors who are dedicated to this organization. CYV has regularly performed as an honor choir at OkMEA, has performed at Southwest ACDA conferences, and traveled to Hawaii in December of 2021 to sing at the 80th Annual Pearl Harbor Commemoration ceremonies. Now is an exciting time to work for Canterbury Voices!