

Long Beach Camerata Singers
Position Description
General Manager
March 2023

Contact: Joseph Hower, HR Coordinator at
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Salary Range \$60,000 to \$75,000

ORGANIZATION DESCRIPTION

Long Beach Camerata Singers (LBCS) is the professional-level choral organization serving the City of Long Beach and its surrounding 10-mile radius, a total of 1.6 million people. The organization is led by Grammy-award winning Artistic Director, Dr. James K. Bass. The chorus consists of 24 paid singers and 65 fully-audition volunteer singers. The organization is managed by a 24-member Board of Directors and presents 4 self-produced concerts per year. LBCS serves as the symphony chorus for the Long Beach Symphony Orchestra, and one of only 3 symphony choruses in the Southern California area. The organization presents a free summer series of outdoor community concerts called the Front Porch Concerts. LBCS also maintains a robust education presence in the community, with programs that serve both pre-K students in state funded child development centers as well as LBUSD Middle and High School students with in-school concerts and workshops.

General Description

The General Manager reports to the President and works closely with the Board of Directors. This full-time employee is responsible for supervising the Box Office, Operations, Marketing and Social Media, Event Management and Education. The GM also works closely with the Personnel Manager, the Grant Writer and the Development functions. The GM must work on current needs while simultaneously planning for upcoming events. The GM should be capable of anticipating problems and visualizing procedures to ensure the smooth execution of weekly rehearsals, concerts and fundraising events. This is a hands-on working position, and the candidate should expect to have regular deliverables and deadlines to meet. This position requires attendance at regular Tuesday evening rehearsals, as well as at concerts and fundraisers that occur on less than eight weekends per year.

Position Responsibilities

Organizational:

- Work to yearly Master Calendar of rehearsals, concerts and fundraisers

Personnel/Payroll Duties

- Maintain employee records in ADP

- Collect staff and singers information for payroll clerk to input into ADP for semimonthly payroll
- Transmit CalSavers information to Bookkeeper as required
- Troubleshoot payroll questions and problems
- Work with ADP to ensure that annual W-2's and 1099's are distributed and received on a timely basis
- Coordinate with bookkeeper/Payroll clerk to ensure timely payment for guest artists, soloists and other single-engagement performers and vendors

Concert Planning and Operations:

- Work with Operations Manager and to ensure that all resources are available for each concert
- Work with LB Performing Arts Center personnel to manage costs and ensure that over-staffing does not occur
- Coordinate with Box Office Manager to ensure successful completion of tasks
- Ensure timely creation of show flow documents to track that all tasks are being considered and executed on a timely basis
- Prepare concert program, working with other staff, outside designers, advertisers, donors and printers
- Coordinate with community roundtable and pre-concert lecturers; ensure they are oriented to their tasks and schedules

Front Porch Concert Planning and Operations:

- Work to annual FPC schedule
- Site concerts as mandated by grant commitments and other considerations
- Recruit hosts as necessary
- Recruit sponsors for concerts
- Coordinate with Personnel Manager to ensure satisfactory artistic coverage
- Ensure adequate operations and administrative staffing
- Prepare event programs (self-print)
- Track attendance and donations

Auditions, Rehearsals/Singers Coordination

- Provide marketing support for audition process
- Attend rehearsals and ensure that seating and equipment is set up as requested by the Artistic Staff
- Attend rehearsals and assist with ticketing and donation processing services as needed
- Interact with singers and artistic staff

Box Office and Ticketing

- Supervise the Box Office Manager
- Act as back up for Box Office Staffing in the event of an emergency

- Strategize with Box Office Manager and Social Media Coordinator to maximize concert attendance, including ticket discounting opportunities, group ticket sales outreach, special offers for community groups, etc.

Marketing

- Supervise Social Media Coordinator
- Develop marketing calendar for each concert, including Social Media, Email, Schedule of Ticket discounts, Digital Advertising, Direct Mail Advertising and Print Advertising
- Coordinate production and mailing of concert postcards
- Work with Social Media Coordinator and other providers to develop audio and video marketing assets
- Work with outside marketing agencies to buy marketing services/access for each concert
- Prepare and send marketing emails
- Prepare and distribute Press Releases
- Track daily ticket sales for each concert and identify effective strategies for building audience

Fundraising Events

- Plan and coordinate major fundraising events, including Director's Reception, Gala, Long Beach Gives, Wine Tasting and Evening of Song
- Recruit hosts as needed and/or coordinate with commercial hosts
- Prepare digital and print invitations; prepare mailing lists and execute distribution
- Plan food and drink for each event; recruit volunteers or coordinate with catering staff as required
- Plan staffing for each event
- Prepare fundraising boards, silent auction premiums, raffle items, bid paddles and other strategies for each event
- Plan check out procedures for each event to ensure a pleasing patron experience while capturing as many pledges as possible
- Reconcile donations post-event and prepare reports

Board of Directors

- Attend Board meetings
- Maintain Board of Directors roster
- Work with Board President to prepare BOD packages
- Prepare fundraising reports or other materials as requested for BOD meetings
- Prepare draft minutes for Secretary's review and approval.

REQUIREMENTS

- Bachelor's Degree in Music, Communications, Business Administration, Marketing or related field
- Prior experience working with performing arts is greatly desired but not required.
- Prior experience managing a small non-profit
- Strong administrative skills, including the ability to plan, organize and communicate within an organization.
- Technical and software skills including, but not limited to:
 - Google Office Suite
 - Microsoft Office, including Excel and Word
 - Powerpoint
 - Canva
 - Photoshop a plus
 - Mailchimp
 - Survey Monkey
 - Adobe Acrobat
 - ADP