



Choir Coordinator

Organisation: Young Voices of Hobart

Employment Type: Contractor

Reporting To: Musical Director and YVH Board

Overview

The Choir Coordinator plays a vital role in ensuring the smooth operation of Young Voices of Hobart's rehearsals, performances, and related events. This position supports the musical and administrative aspects of the choir, contributing to a positive and enriching experience for young singers.

Key Responsibilities

1. Rehearsal Management
 - Set up and prepare the rehearsal space
 - Take attendance at rehearsals and other events
 - Assist with distributing music to choir members
 - Assist the Musical Director, Assistant Musical Director, and Accompanist as needed
 - Supervise the dismissal and departure of members
2. Member Support
 - Greet and orient new singers and parents/carers
 - Answer inquiries from parents/carers
 - Follow up with non-attendees
 - Provide pastoral care, including tending to unwell members
3. Event Assistance
 - Support workshops, performances, and other choir events as required
 - Assist with logistics during performances and tours
 - Assist with supervision during events including the dismissal and departure of members
4. Administrative Support
 - Maintain accurate records of attendance and member information
 - Assist with communication to choir members and their families
 - Support the organisation of choir activities and events

5. Policy Compliance

- Adhere to all YVH policies and procedures, including the Child Safety Policy
- Ensure rehearsals and events are conducted in a safe and appropriate manner

Qualifications

Essential:

- Current Working With Vulnerable People card
- Minimum age of 18 years

Desired:

- Current driver's license
- First Aid certificate
- Experience working with youth or in a musical environment

Skills and Attributes

- Excellent organisational and time management skills
- Strong communication and interpersonal skills
- Ability to work effectively with children and young people
- Attention to detail and ability to multitask
- Enthusiasm for music and youth development

Hours and Compensation

- Regular hours: Mondays during school term from 3:30 pm - 6:00 pm
- Additional hours for performances and events as required
- Hourly rate: \$37.00 per hour plus superannuation
- Payment on receipt of invoice

How to Apply

Interested candidates should submit a resume and cover letter addressing the key responsibilities and qualifications to aaron@youngvoiceshobart.com.au For further information about this position, please contact aaron@youngvoiceshobart.com.au.

Young Voices of Hobart is committed to creating a diverse and inclusive environment. We encourage applications from candidates of all backgrounds.