

Position Title: OBF Chorus and UOCC Chorus Liaison

Supervisor: Barbara Harris, OBF Program Coordinator

Hours per week: Remote hrs/week varies May 27-June 23, 2025; 40hrs/week June 23-July 13. Hours include evenings and weekends.

Compensation: \$20.37-\$22.17/hr

Position Summary: The OBF Chorus Liaison serves as liaison between the OBF Chorus, UOCC and the administrative staff to ensure the proper activities of the choruses and to communicate their needs.

Job Duties:

- Attend OBF Seasonal Staff Orientation Meeting at beginning of Festival.
- Attend daily Festival Production Meetings.
- Manage on-site distribution, collection, and tracking of borrowed scores
- Disseminate information and handouts using the OBF Chorus email and OPAS Online.
- Be present for the duration of all chorus rehearsals and concerts.
- Be accessible by cell phone to staff and chorus after hours during the Festival.
- Pick up chorus mail daily at the OBF Office and deliver to chorus members.
- Disseminate information and handouts to chorus using the OBF Chorus email.
- Track attendance at chorus events and contact those who are missing and enter in OPAS.
- Assist Chorus Manager with their various needs.
- Assist chorus members with their various needs or emergencies.
- Advocate for the needs of chorus members in communication with administration.
- Run all changes initiated by the conductor or chorus director by your supervisor before moving forward with their direction.

Qualifications:

Required:

- A minimum of 2 years of prior choral personnel and production administrative experience or a combination of relevant education, training, and experience
- Strong organizational and communication skills
- Attention to detail
- Ability to adapt to changing situations while remaining focused
- Time management & reliability
- Interpersonal & problem-solving skills
- Ability to work under pressure in a fast-paced environment
- Basic technology proficiency (MS Office Suite, database)
- Ability to maintain confidentiality

Preferred:

- Background in Music or Arts Administration.
- Familiarity with festival production processes
- Previous experience in a leadership or liaison role