



Position Title: Ensemble Liaison – Choruses
Supervisor: Holly Roberts, Associate Director of Programming
Supports: OBF Chorus Director, UO Chamber Choir Director, Guest Ensemble Directors
Hours per Week: Part-time variable hours May 4-June 14, 2026; Up to 40 hours/week June 15-July 13, 2026 (residency required). Hours include evenings and weekends.
Compensation: \$20.98-\$23.88/hour

Position Summary: The OBF Chorus Liaison serves as a vital link between the OBF Chorus, UO Chamber Choir, guest choral ensembles, and OBF administrative staff to ensure the effective operation of choral ensemble services and coordination of choral personnel during the festival.

Job Duties:

- Attend OBF Seasonal Staff Orientation Meeting at beginning of Festival.
- Attend morning production meetings during the festival, as needed.
- 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.
- For tour concerts, make a list of all chorus members who will drive to the tour, make a tour bus attendance list, take attendance prior to each bus departure, and maintain cell phone contact with Associate Director of Programming.
- 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. Communicate any “no-shows” or emergency absences immediately to Associate Director of Programming.
- Assist chorus members with their various needs or emergencies as related to chorus service.
- Assist Director of OBF Chorus with distribution of post-rehearsal notes.
- Communicate the needs of chorus members to OBF 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 two years of prior choral personnel and production administrative experience or a combination of relevant education, training, and experience

- A commitment to a diverse and inclusive work environment
- Excellent organizational skills
- Excellent communication skills, written and oral
- Attention to detail
- Excellent time management skills
- Interpersonal & problem-solving skills
- Ability to work under pressure in a fast-paced environment; adapting to changing situations while remaining focused
- 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 music festival leadership or liaison role