



Operations Manager Search

Job Title: Operations Manager

Organization: Washington Master Chorale

Location: (Partially remote, with required in-person presence at concerts and rehearsals, 10 in-person calls per season)

Job Type: Part-time (10 hours per week)

Compensation: \$12,500 per year (\$50,000 FTE)

Start Date: July 1, 2025

About Washington Master Chorale: Washington Master Chorale (WMC) is a premier choral ensemble based in Washington, D.C. and dedicated to performing and promoting exceptional choral music.

Position Summary: The Washington Master Chorale (WMC) is seeking a highly organized and detail-oriented Operations Manager to oversee the day-to-day operations of the Chorale. This part-time position plays a critical role in ensuring the smooth execution of WMC's performances and rehearsals, as well as managing the logistics related to personnel and concert production. The Operations Manager will work partially remotely but will be required to attend all dress rehearsals and mainstage concerts in person (3 annually).

Key Responsibilities:

- **Concert & Rehearsal Operations:**
 - Coordinate and contract guest artists and WMC's core of professional singers.
 - Secure performance and rehearsal venues, ensuring all logistical needs are met.
 - Oversee production of each concert's physical program.
 - Prepare rehearsal spaces in partnership with each venue.
 - Staff and manage front-of-house operations for all mainstage concerts.
 - Maintain and distribute accurate rehearsal and performance schedules to the staff.

- **Administrative & Financial Duties:**
 - Process payroll in conjunction with WMC's accountant.
 - Assist with maintaining organizational records and contracts.
 - Collaborate with the artistic and administrative leadership to support WMC's mission and programming.

Qualifications:

- Strong organizational and time-management skills with exceptional attention to detail.
- Experience in arts administration, concert production, or a related field preferred.
- Ability to work independently while maintaining strong communication with WMC leadership and artists.
- Familiarity with payroll processing and contracting preferred.
- Availability to attend all scheduled dress rehearsals and concerts in person.
- Passion for choral music and the performing arts is a plus.

Work Environment & Schedule:

- The role is partially remote, with required in-person attendance at rehearsals and concerts (10 in-person calls per season).
- Flexible hours averaging 10 per week, with occasional evenings and weekends for events.

To Apply: Interested candidates should submit a resume, cover letter, and three references to Nathaniel Parks, nparks@washingtonmasterchorale.org. Applications will be reviewed on a rolling basis until the position is filled.

Washington Master Chorale is a 501(c)(3) charitable organization and an equal-opportunity employer. Candidates from diverse backgrounds are encouraged to apply.