**Location:** Middletown, CT

**Type of Position:** General Manager and Deputy to the Executive/Artistic Director

**Application deadline:** Open until position is filled

The GMChorale has become one of New England’s finest and most engaging choruses since its founding in 1977 as The Greater Middletown Chorale. The 80-voice Chorale performs a wide range of choral repertoire, from masterworks to newly commissioned pieces. As the GMChorale enters its fifth decade, it is broadening its mission and the scope of its offerings to *Singing for a Lifetime*. Alchemy, a vocal chamber ensemble of young music professionals, has seen great success with concerts of early to contemporary music, both *a cappella* and accompanied. The Chorale is also collaborating with groups of young singers to educate the singers of the future.

**Purpose:** The General Manager and Deputy to the Executive/Artistic Director (E/AD) supports the GMChorale’s artistic mission and vision by developing and implementing effective strategies to achieve the organization’s goals and objectives, as an Independent Contractor. He/she works in partnership with the E/AD who reports to the board of directors and is responsible for the direction and management of all aspects of the administration of the chorus.

**Qualification and Skills:** Possess an undergraduate or graduate degree (strongly preferred) in arts administration, and a degree in music (preferred). Excellent communication and interpersonal skills are required. Proficiency in implementing and using online tools, software, platforms, databases, and related IT systems. Must have proven administrative and management skills with choral and/or arts nonprofit organizations, with at least 3 or more years of experience. Experience can be in various administrative capacities so as to demonstrate a circumspect organizational understanding, facilitate work and communication, and support wherever the needs of the organization are at any given point in time. For full description please see: [http://gmchorale.org/work-with-us/](http://gmchorale.org/work-with-us/)

**Position Details and Compensation:** The General Manager works as an independent contractor, determining his/her own hours - which must be flexible, with availability in the evenings, weekdays, and weekends over the course of the week as necessary. This position requires approximately 10-12 hours weekly; however, there will be times when more or less time may be required. The compensation being offered for this position is $15,000 per year. Administrative work may be accomplished from a remote location and/or through interactive online tools. Meetings with the E/AD, and individuals or committees may occur in person, conference call, or through a virtual tool (like Skype) based on needs and consensus.

**To apply:** Send resume and cover letter to president@gmchorale.org. Applications will be reviewed as received. Questions may be directed to email above or (860) 316-4854 (voicemail only).