



PART-TIME DALLAS SYMPHONY CHILDREN'S CHORUS SITE COORDINATOR

The Dallas Symphony Association seeks a part-time Children's Chorus Site Coordinator to assume responsibility for specific aspects of rehearsals, the rehearsal space, concerts and other performances. This position calls for a candidate who has excellent organizational skills, strong communication skills, and relationship-building capabilities. Ideally, the candidate should have a knowledge of Classical music and choral music specifically.

The Site Coordinator is responsible for, but not limited to, tasks related to rehearsal and concert support. This includes (but is not limited to) organizing and delivering communication materials, music, chorister folders, and other items working in coordination with the DSCC Operations Manager; handling the set-up and break-down of all rehearsal spaces in line with the specific space requirements during rehearsals, retreats, orientations and performances; keeping time for rehearsals; and acting as the on-site contact for conductors, parents, volunteers and carpools at rehearsals and performances.

The ideal candidate will have a Bachelor's degree in Music Education or Music Performance, though not required. Strong communication and organization skills are required as well as: the ability to adjust to multiple demands within a presented timetable; ability to effectively interact with other staff members, choristers, parents and music ensembles; flexibility to work nights and weekends; and the ability to work in different locations for various performances throughout a season. For success in the position, excellent interpersonal skills are required. Previous choral music experience a plus.

Please submit a cover letter and resume to recruiter2@dalsym.com.

COVID vaccination is mandated for all DSO employees, including a booster dose. Proof of vaccination is required upon hiring. Valid exemptions are given in accordance with the law.

**The Dallas Symphony Orchestra is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity, national origin, veteran status, or genetic information. The Dallas Symphony Orchestra is committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities.
EOE- Equal Opportunity Employer**