

# Music Program Manager

**Christ Church Greenwich is searching for a part-time Music Program Manager to oversee the music office for its thriving program, featuring seven choirs of children and adults. Responsibilities require communication and administration skills.**

## **HOURS:**

Office hours of 16-20 hours per week can be worked out with the candidate, however, are to include normal rehearsal hours:

Monday: 4:00pm - 6:30pm  
Tuesday: 4.00pm - 6.30pm  
Wednesday: 4.00pm - 6.30pm  
Thursday: 4.00pm - 6.30pm

This will allow the music administrator to deal effectively with hands-on tasks such as attendance, choir dinner, and music library matters, as well as provide compliance with Safe Church requirements and a visible presence to choir parents.

**PAY:** \$21 per hour

**OTHER BENEFITS:** Flexible work hours, including the possibility of some remote work; a fun working environment, with colleagues.

## **Areas of Responsibility:**

1. Keeping track of the choir rosters, directory and attendance for all choristers.
2. Organizing and submitting the payroll for the professional men and other musicians.
3. Sending weekly email reminders and schedule updates, and maintaining email lists.
4. Organizing choir dinners and the choir end of year recognition.
5. Helping to maintain the choir noticeboard, choir library and choir robes.
6. Coordinating receptions 2-3 times per year, and 1-2 concerts with guest artists.
7. Making international choir tour arrangements, handling the finances and forms.
8. Coordinating communications and reception for choir recruiting.
9. Taking minutes for meetings, and sending donation letters.

## **Please submit inquiries and resumes to:**

Jamie Hitel, Director of Music  
Christ Church Greenwich  
254 East Putnam Ave.  
Greenwich, CT 06830

Email: [jhitel@christchurchgreenwich.org](mailto:jhitel@christchurchgreenwich.org)