

SPiRiTfUL VOICES™ **JOB DESCRIPTION**



Spiritful Voices Community Choir, Inc. • PO Box 720468 • Oklahoma City, OK 73172-0468 • 405-414-SING (7464)

JOB TITLE: Event Promotional Merchandise Coordinator

REPORTS TO: Artistic Director/General Manager

COMPENSATION: Volunteer Position. No monetary compensation provided.

HOURS: Part-time occasional during seasonal performances only (8-10 times during November-December, and 8-10 times during April-May).

BACKGROUND:

Spiritful Voices Community Choir is a 50-voice adult mixed choir organized to share choral music with the community through a number of quality performances during biannual tours that include public venues, retirement communities, skilled-care facilities, nursing homes, and shopping malls in central Oklahoma. The choir is an independent, not-for-profit 501(c)(3) tax-exempt performing arts charitable organization formed in 1999 to promote the talents of non-auditioned, volunteer adult singers and instrumentalists of varied ages and diverse backgrounds. The choir is not affiliated with any church, religious organization, or political group. The choir's repertoire includes a broad range of light secular and sacred choral works--from pop to classical, jazz to Broadway show tunes, and folk songs to spirituals.

DUTIES AND GENERAL AREAS OF RESPONSIBILITY:

The primary duties of the Event Promotional Merchandise Coordinator is to follow established protocols and procedures to unpack, set-up, organize, operate, manage, maintain, dismantle, and pack the SpiritfUL VOICES Community Choir promotional merchandise stand, along with all goods and products offered, at all performances or concerts (no food or beverages). Before, during, and immediately following a performance, the Event Promotional Merchandise Coordinator helps guests with selecting item(s) from the available merchandise in stock; receives donations from audience members tendered in cash, check, or by credit card; provides change from and/or receipts for moneys collected; Other duties include monitoring display stand and merchandise for damage, inventorying all goods before and after each performance to prevent loss, and reporting to the Artistic Director/General Manager any items that needs repair or replacement.

QUALIFICATIONS:

The successful applicant will likely be a student intern, or the spouse, relative, or close friend of a choir participant, who has an established history of consistently attending performances and being on time, and whose flexible schedule will permit him or her to work various days of the week during irregular, occasional hours. The Event Promotional Merchandise Coordinator must be trustworthy, completely dependable, have a pleasant personality, be creative and motivated, work well under time pressures, enjoy working with the public, and have his or her own reliable transportation to arrive one hour prior to each performance and stay after each performance until all duties regarding the choir's promotional merchandise have been fulfilled. Applicant must possess overall good health and have the strength and stamina to lift and move boxes of merchandise weighing as much as 25 lbs. unassisted.

APPLICATION:

Interested applicants should contact Sam P. Vladovich, Executive Director, via email: svladovich@spiritfulvoices.org for application.