

Job Description: General Manager

Organization: South Shore Children's Chorus

Status: Full-Time, Exempt

Schedule: Regular online hours with required on-site presence **Sunday through Thursday evenings** and as needed for events.

The South Shore Children's Chorus (SSCC) is committed to creating a diverse environment. We are proud to be an equal opportunity employer. SSCC is committed to building a diverse staff that reflects and represents our diverse student and family population, and encourages applications from candidates of color, women, and members of the LGBTQ+ community.

I. Position Overview

If you dream of systems, working with people across every level of the organization both administrative and artistic, and are looking to flex your administrative creativity, this could be the perfect position for you.

The General Manager (GM) serves as the operational heart of the South Shore Children's Chorus. This person is a partner to the Executive Artistic Director and is responsible for the "business of the art", ensuring financial integrity, managing the singer enrollment lifecycle, and overseeing the logistics of rehearsals, concerts, events, and summer programs. The GM provides the systems and stability that allow the SSCC community of staff, participants, and families to thrive as we enter our second decade of programming.

Do you value:

- Working on a staff with passionate, motivated people who are always reflecting on the best way to serve the community and efficiency and communication?
- Creating and hiring the administrative team you've always dreamed of?
- A place where your ideas are heard and you are free to try them?
- You can see the direct effects of your work through meeting the people served

If so, we'd be thrilled to have you apply.

II. Key Responsibilities

1. Financial Operations & Payroll

- **Payroll & Compliance:** Execute payroll for all W2 staff and 1099 contractors; manage all personnel filings (W-4, I-9, W-9).
- **Contract Management:** Draft and track vendor and guest artist agreements

2. Enrollment & Family Relations

- **Recruitment & Admissions:** Manage the "funnel" for new singers, including recruitment calls/emails/texts, inquiry follow-ups, and community outreach logistics.
- **Registrar Duties:** Maintain Lighthouse, our custom, AI-built CRM; manage annual registration, tuition billing/collection, and tuition assistance processing.
- **Communications:** Act as the primary liaison for parents/guardians regarding logistics and schedules.

3. Development

- **Donor Software:** Act as the administrator for Bloomerang; ensure all gifts are logged accurately and acknowledgments are sent promptly.
- **Fundraiser Logistics:** Lead the project management for special fundraising events, including vendor relations, auction cataloging, and benefit fulfillment.

4. Program, Event, & Summer Management

- **Evening Administration:** Serve as the on-site Lead Administrator for core programs, events, and summer programs, ensuring student safety and facility security.
- **Materials:** Manage the purchase, creation, and distribution of all classroom materials.
- **House & Ticket Management:** Oversee box office operations for all performances; manage audience flow, volunteer ushers, and nightly revenue reconciliation.
- **Summer Programs:** Lead the logistics for summer camps and programs
- **Staff Supervision:** Directly hire, manage, and mentor additional administrative staff or student interns, delegating tasks and overseeing their performance.

III. Qualifications & Skills

- **Communication:** demonstrated abilities with writing, speaking, and tracking communications across enrollment, donor relations, and vendor contracts.
- **Technical Proficiency:** Proven experience with nonprofit CRMs (Bloomerang), ticketing platforms (Ludus), and bookkeeping software (QuickBooks).
- **Financial Acumen:** Comfort with simple accounting principles and high attention to detail in payroll/contracts.
- **AI Fluency & Interest:** Experience with, or willingness to learn, AI efficiency tools
- **Operational Leadership:** Experience managing projects and people, ideally in a performing arts or youth-focused environment.
- **Interpersonal Warmth:** Ability to represent the organization professionally to singers, parents, donors, and vendors.

IV. Physical & Schedule Requirements

- Ability to comfortably and regularly lift up to 25lbs
- Must have reliable transportation via car
- In-person Schedule (September-May):
 - Sunday: Quincy, 2:15–8:15pm (once per month All-Together rehearsals, 12:00–8:30pm)
 - Monday: Quincy, 3:30–8:30pm
 - Tuesday: Hanover, 3:15–7:15pm
 - Wednesday: Quincy, 3:15–7:15pm
 - Thursday: Bridgewater, 3:30–8:30pm
- Summer schedule is communicated in advance each spring by the Executive Artistic Director
- Additional event hours as needed

Start Date: July 15, 2026 (flexible)

Apply by: May 15, 2026

To apply: Send a resume, cover letter, and writing sample of a parent communication to Kirsten Oberoi, Executive Artistic Director at oberoi@sscchorus.org.

Compensation:

This is a full-time, exempt (salaried) position at \$55,000-\$65,000 per year, commensurate with experience. If you desire a health insurance benefit, a portion of the annual salary will be allocated and paid as a health insurance stipend for you to secure your own coverage. The final salary and health stipend breakdown will be negotiated with the Executive Artistic Director and will not exceed the total annual compensation of \$55,000-\$65,000.

Other benefits include:

- Hybrid schedule including both in-person and work from home hours (summer schedule is more flexible)
- 2 weeks paid time off
- Two (2) weeks of mandatory, paid organizational closure annually (“dark weeks”), typically between Christmas and New Year’s or during the least active summer period—dates communicated annually by the Executive Artistic Director
- As an exempt salaried position requiring regular evening and weekend on-site commitment, the General Manager is granted autonomy to manage non-core remote/hybrid time to ensure work-life balance and a sustainable workload
- Sick time is provided as needed for immediate health concerns and is managed separately from paid time off