

Job Title: HOT Chorus Coordinator

Organization: Hawai‘i Opera Theatre

Reports To: HOT Chorus Director, HOT Artistic Manager

Location: Honolulu, Hawai‘i

Job Type: Part-Time / Per Contract

Position Summary:

Hawai‘i Opera Theatre (HOT) seeks a detail-oriented and collaborative **Chorus Coordinator** to support the administrative and logistical needs of HOT’s vibrant choral program. This individual will play a key role in ensuring the smooth operation of rehearsals, performances, and special events, while fostering open communication between the chorus, stage manager, artistic staff, and administration. The ideal candidate will be passionate about the performing arts and bring strong organizational and interpersonal skills to support the artistic excellence of HOT’s chorus.

Core Responsibilities:

Rehearsal & Performance Coordination

- Communicate scheduling for rehearsals, performances, and related events in coordination with stage manager and artistic leadership to chorus members.
- Assist in securing and preparing rehearsal spaces, ensuring all necessary equipment (chairs, music stands, risers, etc.) is in place.
- Assist with on-site setup and breakdown before and after rehearsals or performances as needed.

Communication & Administration

- Act as the main liaison between chorus members and HOT leadership.
- Maintain up-to-date contact lists, attendance records, and rehearsal/performance schedules.
- Distribute music, rehearsal materials, and timely announcements via email or other communication platforms.

Chorus Member & Volunteer Management

- Support recruitment, onboarding, and orientation of chorus members, including community singers and supernumeraries.
- Support coordinate volunteers as needed for performances, rehearsals, and special projects.
- Manage ongoing communications with chorus members, including reminders and important updates.

Event & Tour Support (as applicable)

- Assist in planning and logistics for local performances, outreach events, and possible touring opportunities.
- Coordinate transportation, lodging, and hospitality in collaboration with HOT production staff.
- Serve as liaison with venues and community partners during events as needed.

Music Library Support

- Assist Artistic Manager with distributing, collecting, and organizing sheet music and digital files for rehearsals and performances.
- Track music inventory and assist in returning scores as needed.

Budget & Reporting

- Track relevant expenses for choral activities and projects.
- Prepare reports for HOT leadership upon request (e.g., attendance, expenditures, or chorus engagement metrics).

Qualifications:

- Strong organizational skills and attention to detail.
- Excellent written and verbal communication abilities.
- Previous experience in performing arts or music administration preferred but not required.
- Ability to work independently and manage multiple priorities with grace under pressure.
- Comfortable using Microsoft Office, Google Workspace, and/or project management tools.
- Must be available for evening and weekend rehearsals, performances, and events as needed.

Preferred Qualifications

- Familiarity with choral music, ensemble settings, or vocal performance is a plus.
- Working knowledge of music notation and vocal part preparation.
- First Aid/CPR certification (particularly valuable if working with youth or students).

Work Environment & Commitment

- Position may involve occasional lifting or moving of light equipment (up to 25 lbs).
- Some travel within O‘ahu or inter-island may be required for performances or community events.
- Flexible schedule required, especially during production periods, with evening and weekend availability.

Join Us!

This is an exciting opportunity to contribute to one of Hawai‘i’s leading performing arts organizations and be part of a creative team dedicated to excellence in opera and community engagement. The Chorus Coordinator will help maintain the integrity, professionalism, and spirit of collaboration that defines the HOT chorus.