



## **MANAGER**

### **New Zealand Youth Choir & Voices New Zealand**

THE JOB  
(November 2019)

#### OVERVIEW

Your role would be to manage all activities of two iconic vocal ensembles, the New Zealand Youth Choir and Voices New Zealand.

The management includes the logistic preparation and planning of the choir's activities, travel arrangements, scheduling and administration. You would also tour-manage the choirs within New Zealand and occasionally overseas and lead the touring party and artists on the road.

You would work closely with the Chief Executive to develop project budgets, contribute to project funding applications and run the day-to-day management of the choirs.

#### REPORTING

Reporting directly to the Chief Executive or any other representative that the Trust nominates.

#### TIME COMMITMENT

The commitment for this role is envisaged to be full-time. Frequent national and regular international touring is part of this role. Weekend work and concerts will occur as can be expected from being part of the performing arts sector. Annual schedules are usually set by November for the following year.

#### CORE ASPECTS OF THE ROLE

##### **Production Management**

- Logistic planning for choir projects in consultation with Artistic staff where appropriate
- Prepare project budgets in conjunction with CE and manage them
- Administration associated with the choirs on a day-to-day basis
- Organise choir projects - including booking travel, accommodation, venues, catering
- Organise any related choir activities such as auditions, attendance at arts festivals, recording sessions and special performances as appropriate
- Work closely with the Artistic and other project staff to ensure efficient running of choir activities
- Form and maintain links with regional representatives of the choral sector
- Ordering and distribution of new music for projects where required
- Contract all artistic staff, other artistic contributors (i.e. accompanists, vocal coaches) and VOICES singers
- Application for project specific grants and their reconciliation

### **Tour Management**

- Be the tour manager for all NZYC and Voices activities, including the managing of transportation and well-being of tour party, venue relationship in situ, venue and basic stage set-up, and accommodation
- Ensure the health and safety policies are adhered to and manage any incidents

### **Strategic Development**

- Support the Chief Executive and Artistic Director in developing and implementing strategies for both choirs
- Assist in developing the annual plan of activities
- Assist with developing regional support networks
- Organise assistance and volunteers as required

### **Financial Management**

- Assist in preparing and managing annual operational and capital budgets
- Monitor and control project expenditure within budget parameters
- Assist Chief Executive with funding applications for choir projects
- Work to agreed budgets for choir activities and proactively signal any variances to Chief Executive before they occur, whenever possible
- Liaise with the Finance Manager to ensure course costs are paid in a timely manner

### **Administration**

- Contribute to undertaking the day-to-day running of the office
- Maintain choir archives and music library including occasional external hireage

The final Job Description will be developed with the successful applicant.

### **More about Choirs Aotearoa New Zealand Trust**

The trust has been managing national choirs since 1979 when New Zealand Youth Choir was founded as the first national youth choir in the world. Apart from NZYC, the trust also manages Voices New Zealand and the New Zealand Secondary Students' Choir.

ChoirsNZ is funded by Creative New Zealand under a currently 6-year agreement (2020-2025). While we have been doing some great things over the past 4 decades including winning the 'Choir of the World' title, we are keenly pursuing development in the following areas:

- Outreach and education
- A truly professional choir (Voices New Zealand)
- Our 'own' Tikanga Māori
- Quality singing opportunities for primary school-aged children
- Public presence (regional and nationwide through the choirs/singers and online)

**Salary indication:** \$55-65,000

Applications: Cover letter and CV to [joinus@choirsnz.co.nz](mailto:joinus@choirsnz.co.nz)

**Closing date: Tuesday, 26 November, 2019 at 12noon**