

Escondido Choral Arts Administrative Coordinator Position

Compensation: Current Budget – 5hrs/wk; 20hrs/month; \$20hr Total \$4000

Administrative Coordinator

Organizational	Marketing
Recruitment Lists	Create Flyers, posters, brochures
Website Maintenance and Updates	Create Concert Marketing Plan
Concert Season Preparation	Post Concerts on FB, Website Events, Online Calendars
Venue Booking	Send out Press Releases
Concert Budget Preparation	Organize Venue Marketing
Communications with staff and volunteers	Create Eblasts- Season and Concert
Organize committees and Artistic Director	Concert Program Design/Printing
Oversee Choral Library Volunteers	
Organize Materials and Scores	
Concert Preparation	

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