The Indiana University Children’s Choir, a community-based organization for school age children from Bloomington and the surrounding area, is looking for an Administrative Assistant to support the program by providing clerical assistance, attending rehearsals, working directly with the program director and the board, organizing concerts, outings, and the parent volunteer group, and writing grants. This part-time position requires excellent skills in verbal and written communication, as well as organization and project management. Experience in working with school age children and arts administration is a plus.

The Indiana University Children’s Choir was founded in 1980 by Dr. Mary Goetze and Dr. Jean Sinor. Currently, the organization is composed of five different choirs. IUCC is designed to provide exceptional musical experiences for singers in pre-school through high school.

During the academic year (August-May), the Administrative Assistant will:

* Attend weekly rehearsals. Rehearsals meet from 4:00-6:00 on Tuesdays and Thursdays.
* Coordinate parent volunteers for IUCC winter and spring concerts and other events/performances, including the fall retreat.
* Attend monthly board meetings and assist the board with projects related to fundraising and grant writing.

The approximate annual compensation for this hourly position is $4,000.00 The position begins in August 2013. Submit resume and cover letter to:

Dr. Brent Gault
Associate Professor of Music and IUCC Program Director
Indiana University Jacobs School of Music
1201 E. 3rd St.
Bloomington, IN 47403
bgault@indiana.edu
812-855-7993

Consideration of applicants will begin June 10, 2013. Email submissions are welcome as long as attachments are in Microsoft Word or PDF formats. Additional information about the children’s choir can be found by visiting the IUCC web site (http://music.indiana.edu/precollege/year-round/choir/index.shtml).