

Little Traverse Choral Society
Executive Director
Job Description

The Executive Director serves in an administrative capacity under the direction of President of the LTCS Board of Directors. The Executive Director will attend monthly board meetings.

The Executive Director may be called on to do any of the following:

Record keeping:

- 1) Maintain the mailing lists of singers, donors, sponsors, and fund-raising programs.
- 2) Maintain donor lists and donation information; send thank you letters to donors.
- 3) Assemble, print and distribute Singer Roster/Rehearsal Schedule and Singer Information Sheets.
- 4) Maintain sales records of tickets.
- 5) Maintain records and complete delivery of any sales items such as CDs.
- 6) Maintain paper and/or electronic files of the above records.

Communication

- 1) Act as contact person with other organizations such as arts councils and foundations.
- 2) Compose, print, and mail singer and donor correspondence with board direction and president's approval.
- 3) Send emails to singers upon direction of president or music director.
- 4) Collect name of singers who want CDs of the concert.
- 5) Compose cover letters to concert venues to send concert venue use fee donation.

Concert Preparation:

- 1) Reserve rehearsal and concert venues and maintain contact if schedule changes occur.
- 2) Assist volunteers in preparing and posting newspaper notices and articles as requested.
- 3) Post concert information on radio and television community calendars, media web sites, and other media such as Traverse Magazine and entertainment weekly's such the Northern Express, as requested.
- 4) Prepare design and content of concert programs and arrange for printing.
- 5) Design, print and distribute concert tickets.
- 6) At the concert, arrange for ticket sales, and for ushers and distribution of programs. Engage volunteers as necessary.
- 7) Arrange for CD production. Arrange for distribution of CDs to singers..

Miscellaneous:

- 1) Retrieve mail from the post office box and deliver it to the appropriate person.
- 2) Print and assemble name tags for new members, and for replacement tags as requested.
- 3) Provide sign-up sheets for chair set up.
- 4) Provide sign-up sheets for cookies for afterglow.
- 5) Maintain catalog of LTCS music.