



MUSE, Cincinnati's Women's Choir, is seeking a Business Manager. The position oversees all administrative and production aspects of the organization's operations and also is integral to the organization's audience development and fundraising activities. The Business Manager reports to the Board of Directors and collaborates closely with the Music Director, Production Coordinator, Grant Manager and volunteers.

MUSE, Cincinnati's Women's Choir, is a 65 member auditioned choir in the culturally rich city of Cincinnati, Ohio. Founded in 1983 by Dr. Catherine Roma and currently under the direction of Dr. Jillian Harrison-Jones, MUSE is one of the most highly regarded women's choirs in the nation. MUSE has built a feminist, collaborative culture and developed democratic decision-making structures. MUSE is committed to increasing the repertoire of choral music for a wide range of women's voices and seeks to continue the choir's growth as a diverse musical organization supporting peace and justice issues. For more information, please see www.musechoir.org.

Responsibilities: The Business Manager's scope of services includes:

- Oversee and coordinate all administrative aspects of the organization's operations and productions
- Assist in creating and adhering to a budget; track all expenses in adherence with approved budget
- Execute all financial transactions of the organization
- Implement fundraising and development, marketing, audience development, and merchandising strategies developed by MUSE's Development and Marketing Committees
- Manage internal and external communications, including compilation and dissemination of weekly internal choir communication, quarterly newsletters, press releases, and other concert promotion
- Coordinate concert program production and collaborate with the Production Coordinator, as needed, on all other concert production duties
- Manage the choir website and other licensed software and databases

Independent Contractor: This is an Independent Contractor position. The contract allows a great deal of flexibility but requires some evening and weekend work, including but not limited to committee and board meetings, concerts, and attendance at Monday evening rehearsals, as well as some availability during normal business hours.

Qualifications: The ideal candidate will possess the following:

- Experience with development and fundraising in a non-profit or arts organization
- Marketing and communications experience, especially related to audience development
- Superior writing, organization, and communication skills
- Strong computer skills required. MS Word and Excel required; experience with QuickBooks, Squarespace website management, Google Workspace and Salesforce a plus
- Sound interpersonal skills and an ability to work collaboratively in group decision making settings
- Must be flexible, possess a strong work ethic, show initiative, and have the ability to work independently and manage time efficiently

Application Information: This position is open until filled. Applications must include:

- Cover letter
- Complete curriculum vitae
- Names of three references (name with full title, email address, phone number)

Applications may be returned digitally to personnel@musechoir.org

All offers at MUSE are contingent upon clear results of a criminal background check, plus credit history report for those managing funds.

Candidates for Business Manager must be committed to the MUSE Philosophy: *MUSE is an inclusive and feminist choral community advocating for peace and social justice. We unite our voices to raise awareness and inspire change in ourselves, our audiences, and in our world through partnerships that honor the humanity and enduring spirit of all people.*