

Adelaide Choral Network Inc Project Manager Position Description

AYC22 Phase 4: November 2021 – December 2022

The Project Manager will work closely with the Adelaide Choral Network Steering Committee to consolidate and further develop the Adelaide Choral Network including the Adelaide Year of the Choir 2022 (AYC22) Project. This position will be funded through the City of Adelaide agreement for a total of \$30,000 to the end of 2022.

Programming

- In accordance with the agreement with the City of Adelaide:
 - Manage the year-long open access calendar of events delivered by the ACN member choirs
 - manage a partnership with SALA Festival that delivers a program matching choirs with visual arts spaces during SALA Festival (August 2022)
 - Manage a year-long Singing in City Spaces schedule of 'pop-up' choral experiences working closely with the Singing in City Spaces sub-committee and the City of Adelaide events team (in particular the Mainstreet Program) to identify spaces, manage logistics, match choirs and coordinate a schedule of at least 2 events per month from January to December 2022
 - Deliver 'integrations' into at least 4 major Adelaide Festivals - these could include Adelaide Festival, SALA Festival, CoA Lighting of the Christmas Tree, Winter Weekends (in development), CoA New Years Eve 2022, Umbrella Festival and must include some City of Adelaide events
- Manage the ongoing drive for new participating choirs and partners
- Keep member choirs engaged through regular communication regarding new opportunities as they arise and drive collaborations between choirs (especially to deliver the 4 City of Adelaide and communicate regularly
- Manage the choral calendar including providing web content for ACN-managed events to the web manager
- Drive an ongoing relationship with CoA in the 'wellbeing' space
- Should RISE funding be successful, there is scope to increase the role or recruit additional personnel to manage and deliver a major massed choir event.

Administration

- Maintain the database (currently mailchimp), membership records and renewals
- Assist the committee to establish the teams (subcommittees)
- Manage the budget and finances
- Prepare, submit and acquit any grant and sponsorship applications, including those within City of Adelaide
- Work with the committee to manage the relationship with City of Adelaide
- Ensure the ACN website remains relevant, up to date and used by members
- Respond to member enquiries
- Work with the committee on the relationship with SA Health regarding COVID restrictions and provision of up to date information to choirs