



Philadelphia Boys and Girls Choirs Program Assistant

Position Summary

The position of Program Assistant at Philadelphia Boys and Girls Choirs (PBGC) is designed to provide support for the singers of PBGC, whose mission is to preserve the legacy, promote the professionalism, and ensure the future of Philadelphia's pre-eminent youth choirs.

The Program Assistant fosters a safe, inclusive, and professional environment where singers can achieve their musical and artistic potential. The Program Assistant will greet and direct students and their families, respond to phone calls, and help maintain a welcoming and safe environment for artists, audiences, and the multiple communities supporting PBGC. Excellent communication skills are essential for the position.

Key Responsibilities

- Assist with general building reception and visitor services; assist choristers, families, audiences, and community groups using the building; create a welcoming and positive first impression.
- Ensure building safety and security; communicate and enforce building guidelines and rules; safely close and secure building at end of shift.
- Provide accurate information, on the phone and in person, about PBGC rehearsals, events, auditions, lessons, and programs.
- Assist with event setup and break down, e.g. setting and removing chairs, preparing concert programs, volunteer management.
- Collect and process tuition payments from families for program participation.
- Ensure the safety of our youngest choristers at drop off and pick up by managing procedures before and after rehearsals and performances.
- Other duties as assigned.

Essential Qualifications

- Energetic, friendly, and professional demeanor; enjoys customer service, working with the public, and meeting new people
- General multi-line phone and PC literacy; experience with Microsoft Office and Google apps
- Detail oriented
- Excellent communication skills
- Punctual, professional and reliable; ability to work and complete tasks independently
- General arts background or knowledge of arts in Philadelphia helpful, but not required.
- Associate's or Bachelor's degree preferred, but not required. Experience will be considered in lieu of degree. Current college students are encouraged to apply

Hours

Tuesdays 3:00 – 9:30 pm

Wednesdays 4:00 – 7:30 pm

Thursdays 4:00 – 7:00 pm

Fridays 4:00 – 6:00 pm

Saturdays 8:30 am – 1:30 pm

Special events and performances as scheduled up to 25 hours per week. Starting wage \$15/hour.

This is a part-time non-exempt position with evening hours and weekends. The position is a 10 month position with no duties during July and August.

PBGC encourages applications from all backgrounds and walks of life. We do not discriminate on the basis of race, creed, religion, color, national origin, ancestry, age, sex, gender identification, sexual orientation, disability, marital status, veteran status or any other protected status covered by federal, state or local law.

To apply, please email resume and cover letter to mfrank@pbgcsings.org