

Des Moines Vocal Arts Ensemble  
 Administrative Assistant – Position Description  
 2026–2027 Season



POSITION SUMMARY

Title	Administrative Assistant (A.A)
Classification	Independent Contractor
Hours per month	16 <i>Hours beyond the monthly cap requires prior approval by the Board of Directors.</i>
Reports to	Artistic Director and Board President
Equipment Required	The A.A is required to provide their own telephone, computer, and personal vehicle.
Compensation	\$33 per hour
Type of Work: Hybrid	The majority of work is performed remotely. Regular in-person availability is required for concert days, periodic rehearsal visits, and mail and storage management. Candidates must be located in the Des Moines metro area.

OVERVIEW

The Administrative Assistant (AA) supports the operational, coordination, and administrative functions of the Des Moines Vocal Arts Ensemble. This position works in close partnership with the Artistic Director, Board President, and board committee leads to ensure the organization's day-to-day operations run smoothly and efficiently.

The Administrative Assistant manages Ensemble operations, follows the Board of Directors' direction, recruits and coordinates volunteers to support Ensemble activities, and provides continuity and institutional support across all areas of the organization.

This is an independent contractor position. The AA's scope is focused on operational coordination, data management, singer and patron support, concert logistics, and development tracking.

## AREAS OF RESPONSIBILITY

The Administrative Assistant's responsibilities are organized into six core areas. These reflect the operational scope of the position and are distinct from the strategic, relational, and creative responsibilities owned by the board and its committees.

### 1. ADMINISTRATIVE OPERATIONS

The AA serves as the organizational hub for internal coordination and record-keeping.

### 2. SINGER COORDINATION

The AA supports the full singer lifecycle from onboarding through season participation.

### 3. CONCERT OPERATIONS & PROGRAM LOGISTICS

The AA supports front-of-house and program production logistics in coordination with the Concert Logistics and Hospitality Committees.

### 4. DEVELOPMENT (FUNDRAISING) SUPPORT

The AA provides administrative support for tracking and coordinating DMVAE's fundraising activities. Fundraising strategy, donor cultivation, and campaign leadership are the responsibility of the Fundraising Campaign Committee and the board.

### 5. CRM & TECHNOLOGY (CHOIRGENIUS)

The AA serves as the primary data steward for DMVAE's CRM and digital systems, in coordination with the Tech Chair.

### 6. MARKETING SUPPORT (PRINT MEDIA & CALENDAR LISTINGS)

The AA provides production and distribution support for marketing materials. Content creation, graphic design, and social media are owned by the Marketing Committees.

## QUALIFICATIONS

The ideal candidate is organized, communicative, and comfortable working independently in a part-time, remote-friendly contractor role supporting a volunteer-led nonprofit performing arts organization.

### Preferred Qualifications:

- Experience in administrative coordination, nonprofit operations, or office management
- Comfort with CRM or database systems; ChoirGenius experience a plus
- Strong attention to detail and ability to manage multiple timelines simultaneously
- Clear, professional written communication skills
- Familiarity with Google Workspace (Docs, Drive, Sheets, Gmail)
- Ability to be present for select rehearsals and concert-day events as needed
- Personal vehicle, telephone, and computer required (independent contractor)
- Appreciation for or involvement in the performing arts community preferred

## WORKING RELATIONSHIPS

The Administrative Assistant works under the general direction of the Artistic Director and Board President. Day-to-day coordination occurs primarily with the Artistic Director, Board President, and relevant committee chairs. The AA does not supervise any staff or volunteers but may help coordinate volunteer logistics in support of board-led activities.

Other duties as mutually agreed upon by the Administrative Assistant and the Board of Directors.

## HOURS AND ADDITIONAL TIME

The Administrative Assistant position is established at 16 hours per month. This allocation supports all six core responsibility areas across a typical season month and reflects the organization's operational growth entering the 2026–2027 season, including the launch of a new community Choral Festival and the engagement of a nationally recognized composer-clinician.

During periods of elevated organizational activity – such as concert months, the Gift of Music campaign launch, or end-of-season communications – additional hours may be needed.

## ABOUT DES MOINES VOCAL ARTS ENSEMBLE

The Des Moines Vocal Arts Ensemble is a choral ensemble based in Central Iowa dedicated to presenting high-quality choral music, creating meaningful concert experiences, and building lasting connections with the communities we serve. Under the artistic leadership of Dr. Tim McMillin, DMVAE collaborates with schools, guest artists, and community partners to make choral music accessible, resonant, and alive in the Des Moines metro area.