



## JOB DESCRIPTION

### **411 Youth Activities Advisor**

#### **GENERAL RESPONSIBILITIES**

The 411 Youth Activities Advisor position has been created in order to offer member choruses Youth Activities mentorship. The position has been designed as a rotating appointment with a two year term.

#### **SPECIFIC RESPONSIBILITIES**

1. Member Chorus Consulting Assignments – as requests for Youth Activities consulting services are received from the member choruses (youth choruses or youth programs of adult choruses) they will be forwarded to the Youth Activities Advisor who will correspond with the member chorus and provide the requested services in whatever forum (teleconference, Skype, webinar, onsite) they deem appropriate.
2. Event Workshops/Webinars – The 411 Youth Activities Advisor may be asked to provide workshops at GALA Choruses' annual events and possibly industry related events (i.e. ACDA or Chorus America conferences).
3. Communications – The 411 Youth Activities Advisor will be an active contributor to the GALA Online Resource Center and such other communications as requested.
4. The 411 Youth Activities Advisor will assist GALA's External Relations Committee in their work to increase awareness of GALA Choruses at schools and universities.

#### **REPORTING RELATIONSHIPS**

The 411 Youth Activities Advisor reports to the Executive Director.

## **EDUCATION**

A bachelor's degree is required with an advanced degree preferred.

## **EXPERIENCE**

A minimum of 10 years experience in education is desired. Knowledge of gay, lesbian, bi-sexual and transgender issues, organizations and the choral community is beneficial.

## **COMPENSATION**

Advisors are paid at an hourly rate of \$40 per hour based on the submission of an invoice on a monthly basis. Maximum hours to be incurred each month are agreed with the Executive Director and will be in the range of 10 – 20 hours per month. Advisors are independent contractors. No benefits are offered.

## **ACCOMMODATIONS**

In accordance with the Americans with Disabilities Act (ADA), GALA Choruses will make reasonable accommodations regarding the essential duties of this position.