



Join Our Team!

Are you inspired to amplify the voices of people experiencing homelessness and the healing power of music by helping to bring them to larger platforms and audiences? Do you love to cultivate community and create inclusive performance spaces? Do you possess strong organizational and communication skills with a commitment to empathy, respect, and compassion? If so, we invite you to apply to join our team at Urban Voices Project as a **Choir Coordinator**.

About Us

Urban Voices Project (UVP) is a small non-profit arts organization founded in 2014. We create transformative musical programs to address a spectrum of needs in communities with lived experience of homelessness across the greater Los Angeles area, with a focus on Skid Row and in partnership with social, civic and healthcare organizations. We are a small and engaged team committed to creating uplifting experiences for all participants and deepening our impact through community responsiveness.

About the Choir

The UVP Performance Choir is a non-audition choir composed of artists, performers, and advocates from Skid Row, the epicenter of the homelessness crisis in Los Angeles. Choir members attend weekly rehearsals and receive vocal instruction. Throughout the year, the choir shares the healing power of music with audiences across the greater LA area to raise awareness about the condition of homelessness, mental health inequities, and socio-economic inequalities. The ensemble's performances showcase a unique combination of individual stories and a collective voice on experiences of homelessness.

Role Overview

Under the guidance of the Artistic Director, the Choir Coordinator will play a key, community-facing role in managing the booking of the UVP Performance Ensemble, supporting rehearsal and performance administration, and fostering Outreach, Recruitment, and Retention for the Choir.

Duties and Responsibilities

- **Bookings Management:** Communicate and negotiate with clients, Manage choir calendar, Share logistical details.
- **Rehearsal & Performance Admin:** Oversee transportation, food, uniforms, folder and other equipment needs for gigs.

- Choir Management: Organize auxiliary Choir committees to deepen engagement, coordinate choir member schedules for gigs, committees and programs.
- Peer advocacy, Outreach, Recruitment & Retention: Serve as liaison between staff and choir, Conduct outreach to potential new members, Develop Retention efforts.
- Special events: Coordinate details for choir retreats, Town Hall feedback sessions, annual special events, including annual Coffeehouse solo performance program.

Qualifications

- Bachelor's degree or equivalent experience.
- Experience in arts/talent management or other related fields.
- Strong organizational and communication skills.
- Ability to work effectively in a small team environment.
- Ability to complete hybrid work with a remote, home office and travel to rehearsals and gigs in the LA area.
- Experience serving vulnerable populations and promoting inclusivity strongly preferred.
- Proficiency with Google Suite strongly preferred, other software proficiency a plus.
- Proficiency in Spanish a plus.

Compensation & Benefits

- Pay range \$21/hour – \$26/hour commensurate with experience. This is a part-time (20-25h), non-exempt position.
- Health, dental, and vision plan; Retirement plan (CalSavers); Paid holidays; accrued vacation and sick time.
- Flexible work schedule and supportive team environment.
- Opportunities for professional development and growth within the organization.
- Meaningful work that makes a difference in the lives of others.

If you are inspired by our mission and values and eager to make a difference in your community, we encourage you to apply for the Program Associate position at UVP. Together, we can create a more inclusive and compassionate world through the transformative power of music.

To apply, please send one pdf including your resume and a cover letter outlining your relevant experience and why you are interested in joining our team to info@urbanvoicesproject.org.

UVP is an equal opportunity employer committed to diversity and inclusion. We welcome applicants from all backgrounds and identities to apply. Thank you for considering a career with us at UVP. We look forward to hearing from you!