Springboard Fellowship

The Springboard Fellowship is designed to support emerging arts and culture professionals in Western New York to develop their skills through paid mentorship opportunities with partner organizations.

<u>Partnering Organization</u>: **Buffalo Girlchoir**

<u>Address</u>:
255 Great Arrow Ave, #312
Buffalo, NY 14207

<u>Mission</u>:
The mission of Buffalo Girlchoir is to provide exceptional music instruction to young women from all social strata, culminating in transcendent performances at the highest level of artistic excellence, facilitating their development into self-assured young women.

<u>Website</u>: https://buffalogirlchoir.org/

<u>Fellowship Position</u>: Concert Production, Marketing, and Fundraising

<u>Position Overview</u>:
We would love to engage the Fellow in a variety of activities to give him/her a comprehensive idea of what the day to day running of a small non-profit arts organization entails. There will be opportunities for the Fellow to engage in organizational tasks, concert production, marketing, and fundraising in a collaborative way.

The Fellow will primarily be working with Kate Bassett, the founder and artistic director as she is the only full-time employee of the organization. However, there will be opportunities to work with our free-lance grant writer and administrative assistant, Emily Cosbey.

The timeline would ideally begin in late August/early September 2024 and go through the end of the calendar year.

Many of the data entry type tasks can be done remotely. Interacting with our artistic team and singers will be important on occasion to get a sense of the culture of the organization.

Our building doesn't have a passenger elevator and we are located on the 3rd floor. However, we have utilized the freight elevator for physically challenged individuals and it is not a problem to do this.

Our studios are easily accessible via public transportation on the #20, #25, and #32 bus routes.

Work Plan/Position Description Springboard Fellowship

Tasks will be assigned to the Fellow based on their interests, strengths, and weaknesses so as not to overwhelm the Fellow but give them the ability to grow while assisting Buffalo Girlchoir in its mission.

Tasks may include
All of these tasks are meant to be collaborative. Fellow will work side by side with either Kate Bassett or Emily Cosbey. We enjoy working and learning together whether it's in person or on-line.

Singer Registration for fall (or spring) session.
    This will require some interaction with singers and parents on the first nights of rehearsals. Helping parents fill out forms, gathering the forms and entering them in the database. Creating name tags for singers and ensemble lists for instructors.

Concert Production
    Compiling information needed to send to the graphic designer for inclusion in the program.
    Disseminating concert promotional materials
    Setting up concert venue (front of house and reception)
    Managing an online calendar (through Google Docs) for collaborative performances

Music Library
    Girlchoir has recently absorbed the library of a youth choir that has folded. Music needs to be catalogued and integrated into the current collection. Research into library databases would be most appreciated as the current catalog is in excel and we'd like to be able to do more with our collection than have just a basic listing.

Marketing
    Working with Canva, provide assistance to the administrative assistant in creating general promotional materials
    Creating social media posts for Instagram and Facebook
    Organizing photos and information for inclusion on the web-site

Fundraising
    This can include helping to design a fall fundraiser, collect donations, contribute to grant research, developing and editing narratives.

We have a working board. It would be advantageous to the Fellow, but not necessary to the position, for them to attend a board meeting or a committee meeting.

The Fellow does not need to be a female-identifying individual but does need to recognize the need for female empowerment both in and out of the arts as it is embedded in our mission.