

VIVA Singers Toronto - Chorus Coordinator

VIVA is committed to employment equity, diversity and inclusion. We welcome all applications.

About VIVA

VIVA Singers Toronto is a not-for-profit family of eight choirs for singers ages four through adult, committed to the belief that Every Voice Matters! VIVA offers exceptional programming by "doing choir differently", embracing choral music artistry through chorister creation, innovative vocal programming, inclusive practices, and developing strong community connections.

Unique to VIVA are a renowned and inspiring Inclusion Program for teens and adults with disabilities, and a Choral Leadership and Mentoring Program. VIVA is proud to be the Associate Choir of the Elmer Iseler Singers, and the official children's choir of The National Ballet of Canada.

Membership in VIVA includes regular performances; creation-based curriculum; music literacy education; youth Performing Arts Camp; commissions and partnerships with distinguished composers, musicians, and organizations; and international touring opportunities.

VIVA continues to advocate for all voices, and push for inclusivity to ensure that anyone who enjoys music is welcomed - and challenged - at VIVA. www.vivasingerstoronto.com

Chorus Coordinator Job Description

This role is primarily onsite at Trinity-St. Paul's Centre with some offsite events, and remote meetings and tasks throughout the season. Minimum 10 hours/week onsite; approximately 2 hours/week remote tasks and special events (Concerts, dress rehearsals, fundraisers) booked in advance.

- Onsite for Sunday (12pm-5pm) and Monday (4pm-9pm) rehearsals throughout VIVA season
- Prepares and maintains attendance for choristers and staff, contact and emergency information
- Prepares and maintains music bins and materials, including music numbering and chorister lists, making and tracking legal prints of music, distributing, and collecting in rehearsals
- Supports Teaching Assistant sign-in and activities throughout rehearsal set-up and take-down
- Is stationed in the main hallway, and available and floating between rehearsal spaces, particularly during chorister arrival and dismissal times
- Monitors, addresses, and redirects emails from VIVA choristers and families
- Manages VIVA merchandise and orders
- Supports fundraising (order distribution, collecting in-kind donations, communicating with choristers)
- Captures content for social media as directed
- Acts as Stage Manager for concert and performance activities
- Supports onsite Assessments/Auditions, representing VIVA to potential choristers and families on all audition days; provide info to parents and singers, keep auditions moving

Please note: this position is limited to individuals who are not currently singing or working in a VIVA choir.

Start date: Sunday September 13, 2026

Rate: \$22/hour

Resume and cover letter to be submitted to admin@vivasingerstoronto.com by August 30, 2026.

VIVA appreciates all applications. Only candidates receiving interviews will be contacted.