



Vacancy: Administrator

V8 Vocal Ensemble is New Zealand's premier vocal octet. We are a non-profit group based in Auckland looking for an Administrator. This would enable us to focus on making music and performing. We envisage this role would require 3-6 hours a week on average.

We need a good communicator and someone dynamic who will build and maintain relationships with venues, organisations and our audience.

You will be dealing with the nuts and bolts of administration and finance on our behalf, so will need to be organised and preferably have experience in managing and coordinating events. You will also need to have good computer skills as the role will require emailing, maintaining our website and doing cool things with spreadsheets.

An ideal fit for V8 would be someone who understands the diversity and energy of our performing style.

We will discuss remuneration by way of an honorarium with the successful applicant. We are looking for someone to start as soon as possible.

Please forward your CV with two referees to info@v8vocalensemble.co.nz and check out www.v8vocalensemble.co.nz. For further information, phone Carolyn on 09 820 0335.

