

Sinfonia Orchestra - General Manager

Candidate Profile

The Position

Sinfonia Orchestra is looking for the right person to support the advancement of our organization's growth and development. We are looking for a Part-Time General Manager to manage several elements of our ongoing operations and to support the implementation of our strategic growth program. The General Manager is the senior managerial position within the organization. The General Manager will work with the Board and support specific Board initiatives as directed by the President and/or the Artistic Director.

Administration & Finance

Maintain the day-to-day bookkeeping and *Sinfonia* archives as required by the Society, as directed by the Society's bylaws and the Treasurer of the Society. Assist as required in the drawing up of a yearly budget and any such budgets as are required for grant applications.

Support the Board Treasurer in the preparation of monthly financial reports and fundraising activities.

Actively support and enable the communications between *Sinfonia's* Music Director and the Board Treasurer.

Attend *Sinfonia* board meetings and participate as a non-voting member.

Manage the ongoing operations of *Sinfonia* through the following regular, recurring tasks:

- respond to email and voicemail
- prepare and execute mass mail distributions
- review, prepare, submit & receive forms and other paperwork
- process and record donations and tax receipts

Manage all correspondence with *Sinfonia* Society members, subscribers, donors, and any contractual correspondence.

Audience Development and Public Relations

Develop annual objectives for audience development and the marketing and promotion of *Sinfonia*.

Form liaisons with other performing arts organizations and community organizations, including a diversity of cultural organizations, for the promotion of *Sinfonia*.

Act as a spokesperson for *Sinfonia* in the community and for promotional activities, when required.

Support and develop *Sinfonia's* relationship with various media groups through the booking of interviews, press releases and other promotions of public interest.

Advertising & Communications

Oversees all advertising undertaken by the Society.

Gather, prepare and submit content for graphic artist(s) including;

- concert programmes (programme notes, artist bios, ad swap material, donor updates, ads from sponsorships...)
- website updates
- content for brochures & newspaper ads
- posters

Support the operations and maintenance of *Sinfonia's* worldwide web presence through the accurate and timely preparation of updates to online content, including the *Sinfonia* Website.

Event Management

Attend all *Sinfonia* events and oversee the production of all concerts.

Manage venue bookings and logistics for all *Sinfonia* events including rehearsals, regular season performances, tours, and other *Sinfonia* events.

Acquire necessary licenses and/or permission for all *Sinfonia* events.

Organize recognition events.

Human Resources

Support the Music Director in the preparation, distribution and receipt of Artistic Personnel bookings for all *Sinfonia* performance events.

Prepare and manage contracts with all Artistic Personnel including regular orchestra musicians, guest artists, soloists, composers, etc.

Grants & Fundraising

Actively solicit and pursue new funding opportunities including sponsorships, donations, and partnerships.

Maintain accurate donor and prospect database.

Identify potential government and foundation grants for operational and programming objectives. Prepare and submit grant applications. Monitor and report on status of pending grant applications.

Assist the Board, Treasurer, and Fundraising Event Committee in planning and implementing *Sinfonia's* annual fundraising event.

Marketing & Promotions

Support the planning and execution of marketing activities as directed by the Board.

The Candidate

The ideal candidate should meet the following educational and experiential qualifications:

- Degree or diploma in Arts, Business Administration or Leadership
- While candidates with accredited post-secondary education will be preferred, consideration will be given to candidates with significant and relevant work experience
- Understanding of non-profit arts organizations
- Excellent interpersonal skills and ability to both lead and work with others
- Excellent English communication skills
- A proven track record of effective written communications skills
- Excellent computer skills (Word, Excel, email)
- Highly organized but flexible
- Experience in promotions and advertising an asset
- Fundraising experience is a high priority
- Business management or administrative experience is essential
- Grant writing experience is a significant asset

Candidates should have a demonstrated and active interest and/or connection to the North Shore communities, local governments, educational institutions and other social service organizations.

You should be a versatile, optimistic and energetic person who loves to work with others in a wide variety of positions.

Above all you should be a lover of music, the arts and people of any age, race, religion or social status.

Remuneration

The General Manager will be remunerated at the rate of \$12,000.00 per year, payable on a monthly basis in equal installments.

Application Process

Please send a resume and covering letter by mail, email or fax to careers@sinfonia.ca

Closing Date

Friday, June 18. We thank all applicants for their interest; however, only those selected for an interview will be contacted.