

GUELPH CHAMBER CHOIR

ADMINISTRATOR POSITION

Responsible for the day-to-day administration of the organization, supporting both artistic and board activities, including the following: office & board-related administration and financial oversight, co-ordination of financial activities with the bookkeeper, concert production activities, engagement with promotions and marketing personnel, fundraising and community relations efforts.

Reports to: The Board of Directors

Skills and abilities

Required:

- commitment to the Mission of the Guelph Chamber Choir
- excellent planning and administrative skills
- good organizational and problem solving skills
- detail oriented
- good computer literacy
- good inter-personal and communication skills
- experience in preparation of grant applications
- access to a car, and to a computer and printer.

Preferred:

- good public relations skills
- fundraising skills and experience
- experience in the charitable/non-profit sector

Responsibilities:

1. Administrative

- Prepare administrative report for each board meeting
- confirm with Artistic Director contracts with paid artists plus details regarding schedules, venues, concert dress etc.
- maintain and distribute a current list of board and choir contact information, including phone numbers, addresses, e-mail addresses
- Maintain a list of subscribers for distribution of promotional material
- assist in maintaining a list of individual and corporate donors

- manage the organization's mailboxes (both postal and electronic)
- maintain an annual schedule of timelines and duty checklists
- communicate and exchange information with local and other arts organizations
- recruit and co-ordinate volunteers
- prepare yearly event schedule and duty checklist for use by the board
- act as contact person for publications such as Choirs Ontario, Association of Canadian Choral Communities etc.
- attend choir rehearsals as necessary to provide ongoing communication with choir members
- organize choir fan-out lists for relaying event-driven information (for example last minute concert or rehearsal cancellations)
- perform other administrative duties when no other board or choir member has been assigned (e.g. Music librarian)
- co-ordinate timely completion of promotions and marketing responsibilities

2. Financial:

- oversee collection of membership fees from choir members
- maintain concert financials including ticket sales & concert breakdowns
- assist the treasurer and board in the development of budgets and financial reports
- co-ordinate the sale of consignment tickets
- work with the bookkeeper in the preparation of charitable tax receipt information
- arrange for secure storage and safekeeping of financial records
- take responsibility for day-to-day financial activities such as writing cheques, making bank deposits and preparing invoices
- providing the bookkeeper with all details of financial transactions in a regular and timely fashion
- employ databases and spreadsheet computer programs.

3. Concert production activities

- assist with concert and rehearsal arrangements, e.g. scheduling, venues, musicians etc.
- attend extra rehearsals prior to concerts to assist with details as they arise, e.g. Choir and orchestra set-up, co-ordination with house management and technical staff at performance venues
- attend concerts to arrange for backstage needs, e.g. meeting rooms, refreshments for performers and co-ordinate needs with the Artistic Director and the management of the concert venue
- Assist with planning, organizing and co-ordinating details for non-series concerts

or other artistic projects

- prepare and produce concert programs, i.e. write-ups on choir and singers, photos, thank you notes, advertising etc.
- assist with concert set-up, take down and return of rented or borrowed equipment
- acting as primary contact person with the River Run Centre

4. Fundraising

- preparation of grant applications, with the assistance of the Artistic Director and the Board of Directors.
- support requests for corporate donations, e.g. direct requests, meetings for financial supports
- support donor appreciation activities, e.g. complimentary tickets
- work with the fundraising committee to obtain appropriate ads for concert programs
- work with the fundraising committee on any annual fundraising activities; e.g. annual raffle, Singathon

5. Community relations

- co-ordinate receptions at concerts as required
- liaise with related arts, community groups and charities
- act as primary contact for other organizations and the community