



## POSITION PROFILE

### MANAGING DIRECTOR

### FEBRUARY 2022

#### OUR HISTORY

**Our Mission | To be a cornerstone of the Niagara arts community through creative and passionate programs that entertain and enthrall**

**Our Vision | To lift the human spirit through the experiential power of music**

Formed in 1963 as the St. Catharines Symphony Chorus, Chorus Niagara has grown from a modest 24 members to 100 choristers (prepandemic). As one of Canada's premier auditioned symphonic choirs, Chorus Niagara draws its membership from throughout the Niagara peninsula and from as far away as Hamilton and Buffalo NY. In 1989, the symphony Board invited [Robert Cooper](#) to become the conductor and, moving in a new direction, gave him complete artistic control. Since then, the Chorus has doubled its membership and established an unprecedented standard of excellence. In 1997 Chorus Niagara incorporated itself as a separate organization from the Niagara Symphony Orchestra while still maintaining a satisfying professional relationship with its founder.

In addition to performing both a diverse blend of traditional and contemporary works, Chorus Niagara supports Canadian music, programming, premiering and commissioning works by Canada's leading choral composers as well as composers of international renown. Our mandate to engage emerging Canadian soloists has helped launch the careers of wonderful young vocalists including Catherine Robbin, Brett Polegato, Alex Dobson and Measha Brueggergosman.

Chorus Niagara has been honored to work with many guest conductors including John Rutter, Sir David Willcocks, Paul Halley, Wayne Riddell, and more. During the 1998-99 season, Chorus Niagara took part in a CD recording project with John Rutter, and performed in 2004 the Canadian premiere of both Rutter's *Mass for the Children* and *Feel the Spirit* under his baton. In 2001 Sir David Willcocks conducted *Hymns for all Seasons* as well as its biennial *Messiah* performance in 2002. In the summer of 2007, the Chorus was invited to sing Beethoven's *9th Symphony* with the Buffalo Philharmonic Orchestra and Chorus at Art Park in New York. Over the past several years Chorus Niagara has enjoyed successful collaborations with the Orpheus Choir of Toronto, London Pro Musica, Mississauga Choral Union, Portsmouth Choral Society and Orillia Cellar Singers, performing many large-scale works for choir and orchestra including the *Requiems* of Berlioz and Verdi, Dvorak's *Stabat Mater*, and Jenkins' *The Armed Man*.

Chorus Niagara has embarked on two international tours, to England and Scotland, has performed at a New Year's Eve Gala at Roy Thomson Hall, Niagara's Wine Festival, at the Olympic Torch Relay ceremony in Niagara Falls, Niagara College Seafood Gala, and the opening of the new FirstOntario Performing Arts Centre in St. Catharines.

On Nov.13 2010 Chorus Niagara performed in [Alphabet Photography's Christmas Flash Mob](#) - performing Handel's "Hallelujah" chorus at the Seaway Mall food court in Welland, Ontario. To date, the flash mob video has been watched more than 55 million times!

## STRATEGIC PRIORITIES

The Chorus adopted a new strategic plan in 2020. To date, the Covid 19 pandemic has impacted the rollout of the plan, as we focus our work of our work on continuing to support members of all our choirs through virtual and at times, in person, rehearsals as well as providing opportunities to perform for our audiences. Going forward, key short-term priorities are to:

- Build choir membership
- Ensure smooth transition to new Managing Director
- Rebuild choir audience

## OUR PROGRAM

Chorus Niagara's program normally is comprised of a four-concert season performed in Partridge Hall at the FirstOntario Performing Arts Centre in St. Catharines. The chorus often performs with other choruses in their concerts, both locally and in the GTHA, and over the past few years has joined the Niagara Symphony Orchestra annually in one of its concerts. The Chorus Niagara Children's Chorus performs two concerts annually as well as occasional guest performances.

## GOVERNANCE AND ORGANIZATION STRUCTURE

Chorus Niagara is governed by a 12-member Board of Directors primarily made up of chorus members and is accountable to the members of the chorus. Each board member serves a 3-year term, which can be renewed once. There are a number of standing committees of the Board and the Managing Director provides staff support to most. These committees include Finance, Executive, Development, Programming, Membership and Marketing & Communications.

Both the Managing Director (MD) and the Artistic Director (AD) report to the Board. The MD is an employee while the AD is an independent contractor. Additional contracted personnel include: CNCC Conductor and Administrator (reports to the MD), two accompanists (each report to their respective conductor), CN Associate Conductor (reports to the AD), and the CNCC Assistant Conductor (reports to CNCC conductor). A volunteer Bookkeeper reports to the MD. Details on our team can be found [here](#).

## FINANCIAL OVERVIEW

The budget, prior to the pandemic, averaged \$350,000 annually. The revenue and expense breakdown are as follows:

Revenue:

Ticket sales, performance fees, program advertising	31%
Donations, fundraising, memberships	52%
Government grants	17%

Expenses:

Artistic	59%
Operating	41%

The chorus created two endowment funds valued at over \$275,000. These funds were opened during significant anniversary events of the chorus. The chorus does not have access to the capital of these funds but receives an annual

disbursement from each to support operations. The chorus also has a number of reserve funds totaling \$100,000. These funds support operations, membership fee subsidies, commissioning as well as women's jacket, gown and riser replacements.

## **OUR FAMILY OF CHOIRS**

Chorus Niagara is comprised of a 100-voice (prepandemic) adult choir that rehearses weekly from September to May. Auditions are held annually for both new members as well as current members.

Community outreach is a priority for Chorus Niagara. High school vocalists are invited once a year to join the Side-by-Side High School Chorale to rehearse and perform in a season production.

In 2007 Chorus Niagara created the Chorus Niagara Children's Choir (CNCC), providing quality musical education to children ages 3-17. CNCC includes a number of ensembles based on the level of expertise of the members. The CNCC mission is to provide high-quality music education and performance experiences to the youth of Niagara and inspire a life-long love of music.

As part of the Chorus Niagara's mission to be a cornerstone of the Niagara arts community, we invite singers between the ages of 17 and 26 to audition for Chorus Niagara's Robert Cooper Choral Scholars (RCCS) program. RCCS is an endowed program in honour of Robert Cooper's 25th Anniversary as Artistic Director of Chorus Niagara. The program provides a stipend to rehearse and perform with Chorus Niagara during an entire concert season. Scholars have the opportunity to perform as soloists, learn from one of Canada's most knowledgeable choral conductors, and gain valuable performance and leadership experience.

## **THE COMMUNITY**

While Chorus Niagara is situated in St. Catharines, its audience and members are drawn from across the Niagara Region which has a population of 485,000. Niagara is made up of 12 municipalities each with its own mayor and council. The Region of Niagara is a level of government providing programs and services not handled at the local level.

For modern theatre, music and art house films, there's the FirstOntario Performing Arts Centre, a four-venue complex with a 775-seat concert hall, 300-seat recital hall, 210-seat theatre and 187-seat film house. This is where we perform our concerts.

Niagara hosts hundreds of festivals every year including the Shaw Festival, Foster Festival, Grape and Wine Festival, Canal Days, Cicada Music Festival, and the Niagara Jazz Festival. There are also two 5,000-person concert venues—the Fallsview Casino and the Meridian Centre.

Niagara is home to 4 boards of education, Niagara College and Brock University. The Chorus has a strong relationship with the Music Program at Brock.

The average rent for a 1-bedroom apartment in St. Catharines is \$1,500. As of January 2021, prices for 2-bedroom houses in St. Catharines start at \$400,000. As in many communities, the real estate market is very competitive.

## **MANAGING DIRECTOR'S ROLE**

The primary responsibility of the Managing Director is to manage the operations and financial resources of the organization so as to achieve Chorus Niagara's vision and mission. The Managing Director reports to the Board and is responsible for supporting the artistic vision of the Artistic Director and implementing policies set by the board.

Key responsibilities include:

- Collaborate with the Artistic Director to develop the season and tour (if applicable) schedule, ensuring that the artistic and educational programs meet the artistic and financial objectives of the Chorus Niagara organization
- Supervise CN's Children's Choir Administrator
- Oversee various Youth initiatives (Side by Side High School Chorale, Robert Cooper Choral Scholars Program)
- In conjunction with the Development Committee, solicit and continue stewardship of donations and grants from individuals, foundations, corporations, and government agencies (grant-writing) as well as plan/execute all fundraising events
- Execute financial management, human resources, and day-to-day office operations including IT support, payroll, and fiscal responsibility (budget, taxes, etc.); reporting to the Board on Financial management
- Coordinate the singer/member enrolment and registration process, including administration of financial assistance
- Oversee concert activities including ticket sales, negotiation of performance specifics, rental, and collaboration agreements; manage licensing and program content; all front-of-house and technical operations
- Hire and manage staff and contractors
- Administer the organization's various databases and web-based programs
- Contract for and, in consultation with AD and Marketing Committee, supervise all marketing efforts to increase organizational visibility, singer recruitment, fundraising and development work, ticket sales and community engagement projects
- Support the Board to carry out its governance, be a resource to all Board committees, and maintain, an active role on the Executive, Finance, Governance, Fundraising and Development, Programming, and other Committees; expected to attend all board meetings
- Provide hands-on support at rehearsals, performances, tours, fundraising and other special events as needed

## THE IDEAL CANDIDATE

- Familiar with and highly supportive of the mission of the CN Organization, ideally with personal and/or professional experience that demonstrates an appreciation of the arts
- Able to work collaboratively with the Artistic Director in that these two leaders serve effectively as co-authors of the future of the organization
- Competent in key operational aspects of managing and leading a performing arts and/or non-profit organization
- Experience and proficiency in grant writing and application processes
- Proven success in fundraising, sponsorships and development, from both individuals and business
- Strong financial manager, able to create annual budgets, manage revenue and expenses throughout the year and analyze the financial implications of programming and operational opportunities
- Capable and comfortable leading an organization where paid staff, board members and volunteers play an integral role; able to build and maintain good working relationships with performance and business partners
- Effective communicator, comfortable conversing with individuals, leading meetings and presenting in front of an audience; adept at writing, verbal, and visual communication
- Skilled with a strong aptitude for technology, including familiarity with QuickBooks, and other web-based database programs, or interested in acquiring this expertise
- Experience in digital marketing
- Ready to work effectively with the CN governing Board and committees
- Flexible in a hands-on role, with strong attention to detail and ability to juggle multiple tasks
- Post-secondary degree or diploma in business or arts management
- Minimum 5 years' experience in arts organization, ideally with exposure to choral music
- Familiarity with IATSE and AFM unions
- Available to attend meetings, performances and presentations in Niagara

## COMPENSATION

\$50,000 - \$55,000 annual salary, FT flexible hours (35 hrs/wk), 4 weeks' vacation, \$200 monthly home office allowance (includes internet fees), laptop, printer and cell phone are provided

## ADDITIONAL INFORMATION

We welcome and encourage inquiries; please contact: Liz Palmieri, Chair, Hiring Committee Chorus Niagara  
[liz99palmieri@gmail.com](mailto:liz99palmieri@gmail.com)

## APPLICATION PROCEDURE AND TIMELINE

Please submit your covering letter and results-oriented resume combined into one Word or PDF document to [chorusniagara.searchcommittee@gmail.com](mailto:chorusniagara.searchcommittee@gmail.com). The covering email subject line should state your name (last name first) followed by: CN MD Application.

To help ensure that we hear from serious applicants only, a hard copy is also required. Mail this to Daryl Novak, CN Hiring Committee, 15526 Niagara River Parkway, Niagara on the Lake, LOS 1J0. **Note: In order to be considered, both hard copy and e-mail must be received by Tuesday, March 15, 2022.** Only complete applications will be acknowledged.

Preliminary phone interviews will be between March 25 and March 28, 2022. Interviews with the search committee will be held on April 2<sup>nd</sup>. Second interviews with the entire board will be held on April 11<sup>th</sup>, with a view to the new incumbent to begin on May 24. There will be a one-week orientation period with the current Managing Director.

Interviews may be conducted via Zoom™. The successful candidate will be subject to credential and security checks.

Chorus Niagara is an equal opportunity employer. We are committed to inclusive, barrier-free recruitment and selection processes and work environments. Please inform us if you require any accommodations at any point during the application and hiring process. Any information received relating to accommodation will be addressed in confidence.

All staff and choristers eligible to receive a COVID-19 vaccination must be fully vaccinated in order to attend in-person rehearsals, performances and events. A valid medical exemption must be signed by a medical doctor or nurse practitioner and an exempt person may be required to undergo frequent testing.