



**Chorus Niagara**  
invites applications for the position of

## **Administrative Director: Chorus Niagara Children's Choir**

Chorus Niagara Children's Choir offers Niagara Region children a unique and enriching opportunity to learn, create, imagine and grow through choral music. We wish to create a safe, fun and respectful environment to inspire and train youth.

### **Position**

The Administrative Director of the *Chorus Niagara Children's Choir (CNCC)* is responsible to the Managing Director of *Chorus Niagara (CN)* and works in partnership with the Artistic Director of CNCC. The Administrative Director is responsible for the overall direction and management of all aspects of the administration of the choir.

In performing his/her duties, the Administrator will liaise with the Artistic Director, Conductor, choir committees, volunteers and the Managing Director of Chorus Niagara to support the daily financial operations, special fundraising events and development activities of the choir. The Administrative Director will oversee the daily running of the choir and be responsible for development, implementation, and monitoring of strategies that achieve the organizational goals, objectives, and long-range plans of the choir.

### **Requirements**

The successful candidate will:

- Have a current driver's license and access to a vehicle.
- Have a Vulnerable Persons Sector check.
- Have a home office, computer and phone.
- Be able to work flexible hours. This is a part-time position for approximately 10 hours per week including Wednesday evenings and some weekends.
- Assist with chorus and artistic issues and tasks related to the CNCC including long- and short-term planning for the organization. The Administrative Director will work closely with the CNCC Artistic Director, CNCC Conductor, CNCC Accompanist, and the Managing Director of Chorus Niagara. The Administrative Director will attend scheduled planning meetings with the CNCC staff.
- Attend Wednesday evening rehearsals (as required), parent meetings, concerts, CNCC team meetings, festivals, and tours. Rehearsals and concerts take place in St. Catharines, however they may be one or two trips per season for CNCC events that are out of the city and may require an overnight stay in a hotel.
- The Director is responsible for supervision of choristers when they are not rehearsing or performing on trips, events, concerts, etc.
- Greet choristers, parents and guests, and act as an ambassador to the greater community.

- Arrange and organize a parent committee responsible for uniform checks, arrange supervision, set up and strike volunteers for concerts, theory marking, etc.
- Be detail oriented, have strong office and organizational skills and be comfortable with working with deadlines.
- Use computers in a windows environment (word processing/spreadsheets) as well as have strong internet skills. There will be data entry, filing and mailing, etc. tasks.
- Work well with others in an often self-directed capacity.
- Implement recruitment activities including auditions and school outreach.
- Make arrangements for rehearsals and auditions of potential CNCC members and arrange for the rehearsal and audition venue space.
- Assist with uniforms for the children / run occasional errands.
- Oversee arrangements and contracts for concerts and events, including hall bookings, guests, rehearsal space, instruments, other musicians and receptions as needed. Arrange rehearsal venue space as needed.
- Work with the Artistic Director and CN Managing Director to develop and implement a comprehensive marketing plan, including press releases, advertising, calendar listings, brochures/postcards, eblasts, public service announcements, and other advertising. Digital Marketing experience is an asset.
- The ideal candidate will be oriented toward customer service, and will deal with choristers, parents, volunteers and others as needed. This person will communicate via email, telephone and in-person on a regular basis with the Artistic Director, parents; organize volunteers and the parent committee. This will include answering questions, disseminating information, and addressing complaints. The Administrative Director will have excellent communication skills.
- Order CNCC uniforms, props, and supplies.
- Seek out potential sponsors and fundraising opportunities. Develop materials to support development efforts.
- Collect membership fees, t-shirt and ticket fees. Work with CN Manager to develop and maintain budget. Insure invoices are paid in a timely manner.
- Attend Chorus Niagara board meetings as required. Provide written reports to the board every second month.

*Experience in education, non-profits and/or arts administration is preferred, but not necessary.*

*Familiarity with and interest in choral music is an asset.*

## **Salary**

An annual honorarium of \$9,000 will be paid to the Administrative Director.

## **Application**

Qualified applicants must submit a letter of interest and resume. References may be requested.

**Applications should be submitted to**  
Chorus Niagara **chorusniagara100@gmail.com**

*We thank all Applicants, however only those selected for interview will be contacted.*

*Deadline for applications is Friday, March 25, 2022*

*Please note that if a suitable candidate is found, applications may close early.*