

## **Aeolians Singers are seeking a Choir Part-time Communications/Business Manager (Contract Position)**

The Aeolian Singers are a community-based, auditioned women's choir in Halifax, Nova Scotia. We are celebrating our 44<sup>th</sup> season with our mission to present high quality, interesting choral programs, partnering with other artists and arts organizations in the region.

We are seeking a dynamic, enthusiastic individual to serve as our communications/business manager who will report to the President of the choir executive and work very closely with the Artistic Director to help bring about the Choir's vision. This is a permanent part-time contract with a three-month probationary period.

The major responsibilities of the role are below. For a full job description please contact the Choir President, Lara Dempster, at [ldempster48@gmail.com](mailto:ldempster48@gmail.com)

### **Communications**

1. Planning and executing the communications, publicity and promotions for the season's concerts, events and recruitment activities
2. Developing the content for promotion and publicity materials
3. Ensuring the timely production, and consistent theme and appearance of all promotional materials
4. Managing the social media (Facebook, Twitter, Instagram) promotions and the website content.

### **Concerts and Events Coordination**

1. Managing concert, rehearsal and event logistics, including scouting and booking venues and change rooms, securing necessary equipment (risers, microphones, etc.), and acting as the liaison for the venue staff
2. Recommending, initiating contact and negotiating with potential guest collaborators including
3. Drafting detailed budgets for each concert in consultation with the Artistic Director
4. Managing the logistics when we're performing for another organization

### **Contract Management**

1. Negotiating and preparing written contracts for paid staff members and guest collaborators
2. Negotiating and preparing written agreements for joint concerts with other performing groups
3. Managing contracts issued by organizations that are hiring the Choir to perform

## **Fundraising**

1. Actively seeking out and applying for community, municipal, provincial and/or federal grants, as well as private foundations, in consultation with the Executive.
2. Planning and marketing advertising opportunities on printed concert materials including programs, tickets and posters
3. Planning and facilitating donor development and support programs including direct mail and Canada Helps campaigns.
4. Assisting the volunteer Fundraising Chair in preparing packages to solicit sponsorships from the public and private sectors for major concerts

## **Administration**

1. Attending and reporting at all executive meetings (8-10 per year)
2. Maintaining, updating and administering the Mail Chimp email program and its contents
3. Acting as the key contact for the Choir with organizations such as Revenue Canada, the Charitable Societies Directorate, the Nova Scotia Joint Stocks and Companies, Canada Helps, etc.
4. Managing the administration of the social media and webhosting accounts
5. Collaborating with the Treasurer to prepare an annual choir budget
6. Maintaining the Choir's registration with the Registry of Joint Stock Companies, the Choral Federation of Nova Scotia, Recreation Nova Scotia and any other annual purchases such as insurance

## **Qualifications**

The ideal candidate is a person with an arts administration background, who enjoys working in a dynamic environment with multiple stakeholders and competing deadlines, has the ability to engender trust with others, and is willing to work flexible hours (in particular to be available for weekend and evening dress rehearsals and concerts).

## **Core Competencies**

- Passion for choral music
- Understanding of non-profit artistic organisations
- Excellent interpersonal skills and ability to work with others
- Excellent English communication skills
- Excellent computer skills (Word, Excel, email, Dropbox, Google Drive, Google Docs)
- Highly organized but flexible
- Experience in writing grant applications
- Experience in promotions and publicity
- Strong knowledge of social media marketing
- Experience managing donor, sponsor and advertising programs

- Experience leveraging Canada Helps tools and campaigns
- Availability to work flexible working hours including weekends and evenings
- Access to home office space and basic computer equipment

Closing Date: November 8, 2017

Contract Fee: \$4500.00CDN (Paid monthly in equal installments)

Average Hours per Week: 6, some weeks will be much busier while some weeks will have zero hours. This is a contract position. The Choir Manager is not an employee of the Aeolian Singers.

Please send resumes, including links to social media channels, websites, media releases and writing samples to Lara Dempster, choir president, at [ldempster48@gmail.com](mailto:ldempster48@gmail.com). Applications must be received by November 8, 2019