

JOB DESCRIPTION PROGRAM COORDINATOR

- This is a salaried position hired by and responsible to the Executive Director. It is expected that the Program Coordinator is capable of working with minimal supervision.
- This is a permanent part-time position which requires 28 hours per week. The selected candidate will set regular office hours in consultation with the Executive Director. It is preferred that the selected candidate be present in the office at least two days per week.
- The position will include sick leave and vacation time commensurate with the Personnel Policies of the Nova Scotia Choral Federation.

PROGRAMS

Sing Summer Programs – Junior, Youth, Adult and Conducting Choir Camps

Bursary Programs

Nova Scotia Youth choir

Children's Chorus of Nova Scotia

Juventata

National Youth Choir

Other Programs and Workshops as developed/required

- Create, maintain, and implement a critical path for all office work associated with NSCF the programs
- Assist the Executive Director in the development of program budgets and work within those budgets
- Seek external funding for programs through grant, donations, and advertising
- Provide required documentation for program expenses and revenue
- Create and implement, in cooperation with the Executive Director, a promotional plan
- Create, in cooperation with the Executive Director, all promotional materials
- Create and maintain database for registration
- Create and/or adapt program information packages
- Create and maintain a database for program staff
- Solicit and contract all program staff in compliance with hiring policy
- Act as artistic liaison with guest clinicians
- Develop and implement staff training procedures
- Ensure the smooth running of programs
- Oversee program evaluation and development in conjunction with program committees
- Coordinate administrative follow-up including thank you letters and archival work
- Assist with music acquisitions for all programs
- Assist to catalogue new music
- Order and/or borrow music for programs within specified budgets
- Prepare music packages for programs – numbered and assigned
- Keep records of music on loan for programs

- Record music returned
- Invoice for lost music
- Assist, in consultation with the Executive Director, with administrative work for other programs

GENERAL

Other Programs and Services

Duties set out are representative of the principle responsibilities of the position and are not to be construed as all-inclusive.

Telephone/Reception

- Receive telephone calls courteously and transfer and/or deal with them as required
- Deal with visitors/customers in a courteous, efficient manner

Library General Operations

- Responsible to assist with smooth operation of the music library
- Assist with/prepare music loans for customers
- Mail out phone orders from out-of-town members
- Maintain and update library database

POSITION REQUIREMENTS

Minimum Education Requirements

- University undergraduate degree with music, marketing, public administration and/or library training, or equivalent experience
- Experience in education and/or event and programs presentation and development, or equivalent experience

Special Knowledge and Skills Required

- Ability to read music is an asset. An appreciation of choral music, a willingness to learn and understand technical and practical choral terminology is essential.
- Good writing and communications skills are required. Ability to work with and develop volunteers is essential.
- Knowledge and experience with computers is required. A working knowledge of Microsoft Office/Google Suite including database, spreadsheet, word processing, Google apps and scheduling and email software is recommended. Must be comfortable with web based social media and have a willingness to adapt to that changing environment. A working knowledge of Adobe Creative Suite is an asset.

TO APPLY

Submit letter of application, resume and references to tim@nscf.ca by 4:30 pm on July 19, 2022. Please note that only candidates selected for an interview will be contacted.

ADDITIONAL COMMENTS

The Nova Scotia choral Federation values the diversity of the people it hires and serves. Diversity for us means fostering a workplace in which individual differences are recognized, appreciated, respected and responded to in ways that fully develop and utilize each person's talents and strengths. We value new perspectives, original ideas, and individuals who support this same commitment. We strongly encourage members from the Indigenous, Black, racialized, LGBTQ2S+, persons with disability, refugee and newcomer communities to express interest in the position.

The Nova Scotia Choral Federation office and activities are located within Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq People. This territory is covered by the "Treaties of Peace and Friendship". We acknowledge and honour the Mi'kmaq people who have cared for and continue to care for this land. The Nova Scotia Choral Federation is continuing to learn and evolve, to walk together with the many indigenous nations of Canada in the preservation and celebration of cultural traditions.

REMUNERATION

Starting at \$18 per hour

Optional Health plan available after probationary period