

Job Posting for Administrative Assistant (Part-Time)

The Grand Philharmonic Choir is a Kitchener-based organization that operates adult, children's and youth choirs. It seeks a part-time Administrative Assistant to be part of a three-person administrative team, which supports music activities, singers, conductors, families and other stakeholders of the choir.

Duties:

Work with the Executive Director, Administrator-Librarian, and Conductors to:

- **Design and publish concert programmes, promotional materials, fund-raising letters, recruitment materials, etc.** for concerts, events, fundraising/recruitment campaigns and other activity across the GPC organization.
 - Create posts and advertising campaigns and maintain social media profiles for all GPC choirs;
 - Other administrative tasks as assigned
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- **Act as administrative co-ordinator for youth and children's choirs**, including:
 - a) Special event management (concerts, retreats, bring-a-friend night, trips, activities) including booking venues and transportation, volunteer management and safety planning;
 - b) Create and send weekly newsletters and other reminders to children and youth singers and their families, the content of which is to be determined in consultation with conductors and the administrative team;
 - c) Volunteer management, if needed, at weekly rehearsals of children and youth choirs;
 - d) Management of uniforms, including ordering and distribution;
 - e) Point person for parents, directing them to others in the organization if needed;
 - f) Other administrative tasks as assigned, working to support the administrative team and conductors of youth and children's choirs.

Requirements for the position:

- The successful applicant has a passion for choral music. This person is a team player with a flexible schedule, a positive attitude, and the ability to work independently while still collaborating frequently with colleagues.
- Excellent written, graphics and communication skills are required. Proficiency in Microsoft Office, Publisher and Canva (or similar) software are required.
- The ability to prioritize, multitask and budget time appropriately is required.

- Some evening and weekend work is required.
- Flexibility of work hours is a requirement. This means the successful applicant is willing to take on more extra work hours at some peak times in the season, while compensating for those extra hours by working fewer hours in “down time.”
- Ability to attend some youth and children’s choir rehearsals (Tuesdays, 5:45 to 9 p.m. at a location in east Kitchener) and concerts/special events at other times are required.
- Good leadership and people management skills are required.
- The successful applicant must be fully vaccinated (two valid doses) against COVID-19 and be prepared to produce proof of this to the Executive Director; the information will not be shared or stored;
- In accordance with the GPC child protection policy, the successful applicant must present a clean criminal records check (vulnerable sector) from the police service in the municipality of the applicant’s residence.
- The successful candidate will become familiar with, and abide by, the policies and procedures of the Grand Philharmonic Choir including: its child protection policy; accommodation of people with exceptionalities; anti-bullying; anti-harassment/discrimination/violence policy; and statements on equity, diversity and inclusion.

Other details:

- This is a part-time staff position, 10 hours a week at \$21.59 an hour, reporting to the Executive Director. Payment is by electronic bank transfer once a month.
- There are two weeks of paid vacation during the fiscal year (July 1 to June 30).
- This position is open to Canadian citizens and permanent residents. The Grand Philharmonic Choir strongly encourages applicants of diverse backgrounds and experiences, including Black and Indigenous applicants, to apply.

To apply for the position, please submit, by Oct. 14, 2022, to executive director Luisa D’Amato:

- A resume and cover letter;
- Samples of design work;
- Names and contact information for two people who can provide references.

Applications and any questions about the position can be sent to Luisa D’Amato, Executive Director, at executive@grandphilchoir.com or 226 336 7900.

ABOUT THE GRAND PHILHARMONIC CHOIR

The Grand Philharmonic Choir traces its roots back to the 19th century, when Kitchener was named Berlin. A defining feature of local life was the singing festival (sängerfest) that attracted thousands of people; this has formed a lasting foundation of appreciation for choral music in the community.

The choir has operated continuously since 1922, and in 2022-23 is celebrating its 100th anniversary.

We are four choirs in one organization: a large symphonic adult chorus, a smaller chamber choir drawn from the ranks of that chorus, a youth choir comprised of singers aged 14 to 23, and a children's choir for young singers from age 7 to 14.

We produce, perform, and share choral music in and around Waterloo Region. Our offerings range from a formal concert series with professional orchestra and world-class soloists, to free, open sing-along opportunities for the public.

We provide music education experiences for our singers and the wider community. Our children and youth choirs engage in a formal music education program including ear training, performance skills, voice production, sight reading and music theory.

When the city's 1,800-seat, acoustically fine concert hall, Centre in the Square opened in 1980, it quickly became the choir's home venue. The children's choir was begun in 1985, and the youth choir in 1998.

Mark Vuorinen has been the choir's artistic director since 2010. He has brought intense focus on performance standards, an innovative approach to programming, and commitment to outreach and collaboration.

For more information about the Grand Philharmonic Choir, please see www.grandphilchoir.com
