

# Job Posting: Administrator

# PHOENIX CHAMBER CHOIR

## POSITION SUMMARY

The Administrator is involved in the oversight and management of all operational aspects of Phoenix Chamber Choir (PCC). This includes financial aspects (budgeting, fundraising, reporting), season implementation (strategic planning, concert marketing, etc) as well as day-to-day operations of the choir. The successful candidate will work with the rest of the PCC staff and the Board of Directors to implement the vision of PCC. They will attend all board meetings, and certain rehearsals, if requested, and are expected to participate in all PCC-related events. They will be the face of PCC from an operations perspective. This is a work-from-home position and working hours range from 25 - 50 hours per month depending on the choir's events/activities. The Administrator understands that he/she/they represent the organization both internally and externally.

## ORGANIZATIONAL ACKNOWLEDGMENTS AND COMMITMENTS

Phoenix Chamber Choir works and makes music on the unceded territories of the x<sup>w</sup>məθk<sup>w</sup>əyəm (Musqueam), S<sup>k</sup>wxwú7mesh (Squamish), Selílwitulh (Tsleil-Waututh), and k<sup>w</sup>ik<sup>w</sup>əłəm (Kwkwetlem) peoples.

Phoenix is deeply committed to advancing diversity, equity, and inclusivity, and we continually question how we can better serve and learn from those whose voices we wish to raise up. That includes opening our hiring process to anyone who feels passionate about choral music and contributing to a rich and diverse music scene in Vancouver. If you believe you have the aptitude and attitude to successfully add to our organization in this role, regardless of whether you meet the guidelines listed below, we want to hear from you.

## ORGANIZATION BACKGROUND

Upon its launch in 1983, Phoenix Chamber Choir quickly became renowned for diverse and eclectic programming, commissions from rising and leading composers from BC, Canada, and abroad, and North American premieres of important new works. Our mandate is to build and sustain an adult mixed 28-voice chamber ensemble that presents a wide range of repertoire at the highest level of choral achievement. What makes Phoenix unique in Vancouver is our commitment to modern choral music and the ability to perform at the highest level with exclusively amateur singers. Fondly referred to as "The Phoenix Family", we are a community of current singers and alumni alike who come together through a common respect for each other and a passion to create the very best in choral music.

As of June 2019, we welcomed Dr. Nicholle Andrews as Phoenix's fourth artistic director, bringing extensive choral conducting, pedagogical experience, and a love of contemporary Canadian choral music, as well as a dynamic personality and commitment to the creation of a safe space for continuous learning. We believe strongly in giving back to the community of artists that fuels our work today, while also stewarding the future legacy of our art form.

Phoenix has also been able to navigate and foster a growing audience of choral music through various online platforms, including collaborations with singers throughout North America. The choir has been involved in the creation, production, and release of multiple YouTube Virtual Choir performances, including viral parody videos, fully virtual concerts, and community outreach projects such as the Canadian Physicians Virtual Choir. The success of these projects has brought us local recognition and Phoenix has given back to the community by providing "how-to" videos, workshops, and webinars for other choirs, local educators, and members of the community.

For almost four decades, the Phoenix Chamber Choir has played an integral part in developing young musicians, composers, and conductors in Vancouver, and has helped to establish Canada's West Coast as one of the most important centers of choral music in the world.

## **PRIMARY RESPONSIBILITIES**

- Point person for management of operational activities of the organization
- Collaborates with Artistic Director and Board of Directors to plan and sustainably implement the vision of the organization
- Work with the Production Manager to organize events such as rehearsals, concerts, tours, recordings, etc.
- Season planning and implementation with Artistic Director, Production Manager, and Communications Assistant
- Maintenance of Society and funding sources including annual reporting
- Seek out new avenues for organizational or project funding (grants/donations)
- Ongoing information gathering and monthly review of financials with Bookkeeper and Board Treasurer
- Attend all regular board meetings and present an operational report
- Maintenance and implementation of COVID protocols as needed
- Any other duties and responsibilities as discussed with the Board of Directors

## **QUALIFICATIONS AND EXPERIENCE**

- Relevant educational background or experience in arts and/or business administration or related field
- Proven leadership and management skills when working with multiple staff, contractors, and stakeholders
- Experience in non-profit organizations and/or artistic disciplines
- Excellent oral and written communication skills
- Ability to be adaptable and self-motivated in a fast-paced, multi-tasking environment
- Capable of communicating passionately about the mission and vision of the organization to donors and stakeholders
- Independent problem-solving ability and focus on continual improvement
- Ability to work from home or create own office arrangements required
- Proficiency with electronic software and platforms such as GSuite, Office, WordPress, etc.
- Fluency with basic accounting terms and principles

## **WORKING RELATIONSHIPS**

- Reports to:
  - Phoenix Chamber Choir Board of Directors, specifically the President and Vice-President
- Collaborates with:
  - Artistic Director
  - Assistant Conductor
  - Board Treasurer
- Oversees:
  - Production Manager
  - Communications Assistant
  - Bookkeeper
  - Any other contractors engaged by the organization

## **APPLICATION PROCESS**

- The application deadline is February 1st
- Applications will be reviewed as received and applying early is encouraged
- Submit a cover letter and resume as a single PDF document with the title, "First Name\_Last Name\_PCC Administrator" to Vaughn Chauvin (Phoenix Board Vice-President) at [vaughn.chauvin@gmail.com](mailto:vaughn.chauvin@gmail.com)

## **OTHER DETAILS**

- Independent contractor position
- Compensation in the range of \$10-15k per year
- Start date March 15th, 2022, or earlier
- Full-time residence in the Vancouver area is not necessarily required