

The Ottawa Children's Choir seeks a 20-hour-per-week General Manager, reporting to the Board and responsible for the overall administration of the Choir.

Applications, including a résumé, covering letter and two references, should be sent no later than July 31, 2010 to sayeclement@rogers.com.

Position of General Manager, Ottawa Children's Choir

The Ottawa Children's Choir has a 52-year record of choral excellence and community engagement. It is a strong organization built on exceptional artistic leadership, an active volunteer corps, an accountable Board of Directors and a solid administrative base.

Responsibilities

The General Manager works closely with the Artistic Director and the Associate Artistic Director, Managers of the component Viva, Concert and Chamber Choirs, and the President of the Board to support and promote the mission of the OCC.

The General Manager is responsible for:

1. Overseeing the planning, organization and execution of auditions and registrations;
2. Overseeing the planning, organization and execution of concerts and special events including, for example, the Choir's participation in the national Remembrance Day service held at the War Memorial;
3. With the support, assistance and guidance of the Board and Treasurer, overseeing and managing the Choir finances including the receipt of funds from fundraising initiatives;
4. Overseeing and managing the Choir Web site and correspondence and enquiries from the public and media;
5. Overseeing and managing interactions and relations with choristers' parents, the public, external organizations, stakeholders, suppliers and others as appropriate;
6. Organization of supporting materials for grant applications; and
7. Day-to-day administration as required and specifically identified by the Board.

Qualifications

-Excellent people skills;

-Excellent written and oral communication skills;

-Sound understanding and knowledge of financial management, governance and stewardship practices in the not-for-profit sector;

- Tact, judgment and the ability to interact and work with children, parents and others, often in challenging and stressful situations that demand patience and a high degree of professionalism;

- A self-starter with initiative and who works both independently and under the direction of a Board of Directors.

- A background and interest in music is desirable.

Starting remuneration

Up to \$22,000 per year, commensurate with qualifications.