

EDMONTON YOUTH ORCHESTRA ASSOCIATION JOB DESCRIPTION - GENERAL MANAGER

The General Manager:

- is hired by the Board, attending and providing a report at all EYO Board meetings, except for Board in-camera sessions
- is a non-voting, ex officio member of the Board
- is an active member of the Northern Alberta Concerto Competition Committee

Responsibilities:

- develops short- and long-term plans in consultation with the Executive, the Board and the Music Director
- assists the Board in making decisions regarding development of new ensembles, fee increases, ticket pricing, insurance etc.
- assists the Board, at their discretion, in updating, developing and administering policies, rules and regulations.
- prepares all publicity (articles, brochures, press releases, newsletters, posters, ads, etc.) in accordance with EYO policies and grant requirements
- keeps current with resources, networking, and personal, as well as board skill development opportunities
- recruits volunteers from the membership and trains them as required to undertake some of the work of running the orchestras, in particular, the orchestra librarians, casino manager and casino volunteers
- takes advantage of board-approved professional development opportunities which enhance service to the EYO Association
- enters into contracts on behalf of the EYO Association on contract renewals that are not materially changing and have been approved through the annual budget. (Examples include rehearsal, workshop and concert space rental contracts, annual insurance renewals, etc.)
- works with the Executive and/or Board on new contracts and business arrangements, or contract renewals that are materially changing or outside of the approved annual budget
- submits Corporate Registry Annual Return to Service Alberta
- maintains data bases for members, alumni, committees, donors, music teachers
- maintains orchestra files and updates archives
- maintains General Manager Planning calendar
- books venues for meetings, as required

Accounting & Financial:

- along with the EYO Board President and Treasurer has signing authority for banking documents, contracts etc. (any two to sign)
- maintain and support accounting system
- collects and keeps detailed accounts of all monies received from the membership

(annual membership fees, ticket monies, workshop fees, monies for CD and photo purchases, hoodies, etc.)

- receives, accounts for, and deposits all monies received
 - issues receipts: regular and tax-deductible receipts
 - submits invoices, keeps accounts in good standing, pays all bills
 - provides bank account reconciliations to the EYO Treasurer on a monthly basis
 - works with Treasurer to monitor the budget, and arrange for the preparation of the annual financial statements
 - after consultation with the board arranges for renewal of GICs/other investments
 - ensures Revenue Canada Charitable Return, T4 and T4As, CRA payroll deductions, etc. are submitted on time
 - submits GST rebate applications every 6 months
 - regularly submits reports and music licensing payments to Entandem (formerly SOCAN)

Music & Instruments:

- ensures necessary music is:
 - available at rehearsals (rental/purchase/downloaded and printed)
 - stored appropriately when not in use
 - that rentals are returned by deadlines
- maintains an accurate instrument inventory, checking out instruments to players as required
- arranges for repairs and appraisals

Rehearsals, Concerts, Workshops & Auditions:

- attends all orchestra rehearsals, workshops and concerts
- maintains attendance register for all concerts and rehearsals, following up on unreported absences
- communicates concert details to all relevant parties
- coordinates the audition process, including scholarship awards and auditions
- coordinates and sets plans in motion for any workshops / special events

Grants, Donors, Sponsors:

- keeps up-to-date information on current granting and funding agencies, corporate and private donors and sponsors, as well as potential new funding streams and sources
- researches, prepares, and submits all grant/funding applications and reports in a timely fashion
- notifies the Board of new funding opportunities as well as any policy changes from current grant/funding agencies
- maintains present major sponsorship with U of A, and contacts potential sponsors
- maintains good relations with all EYO funders, sponsors, and donors

Communications:

- attends to all correspondence
- returns all telephone calls and emails from members, potential members, parents, teachers, and the public, in a timely manner
- writes articles, press releases, newsletters; prepares and distributes brochures, posters, ads; updates EYO documents as required
- prepares and submits references for EYO alumni and current players, as requested
- prepares and distributes membership surveys as required, tabulating and presenting results to the Board
- ensures website is up-to-date
- prepares information sheets re: orchestra schedules and changes, letters/emails to membership re: workshops, membership applications, scholarships, etc.
- advocates for the EYO, and music education, in general
- encourages EYO members to perform in small ensembles and represents EYO at suitable functions
- lobbies for the arts, prepares and submits letters to Ministers, MLAs, and MPs, in conjunction with board members
- develops external relations, markets, and promotes both orchestras
- keeps current with orchestra resources, management, and leadership, in particular as it applies to youth orchestras, through membership and participation with Orchestras Canada
- prepares proposals for specific projects when the opportunity arises