



Job Posting – General Manager Edmonton Youth Orchestra Association

The Edmonton Youth Orchestra Association is a volunteer-supported, non-profit and federally registered charitable organization. Formed in 1952, the Edmonton Youth Orchestra Association supports two nationally renowned symphony orchestras: The Intermediate Youth Orchestra and The Senior Youth Orchestra. The Edmonton Youth Orchestra (EYO) serves approximately 150 young musicians (11 – 24 years of age) each season, providing the highest possible standard of orchestral training and experiences through rehearsals and concerts. Typically, the Edmonton Youth Orchestra performs three joint concerts a year, in November, March and May, though additional performances can often be programmed for both orchestras. Rehearsals take place on Wednesday evenings and Saturday mornings at the Fine Arts Building on the University of Alberta campus. Main concerts are at the Francis Winspear Centre for Music. For more information, please visit www.eyso.com

The Edmonton Youth Orchestra (EYO) is hiring for the position of General Manager. This General Manager will devote their full time and best efforts to the business and mission of the EYO, performing executive, administrative and supervisory duties as defined in the [General Manager Job Description](#) and exercise such powers as specified by the Board of Directors.

As an employee of the Edmonton Youth Orchestra Association the General Manager reports to the Board of Directors and works closely with the Music Director/Conductor, Assistant Conductor, and Board, as well as the orchestra players and their families, volunteers, donors and funders. The General Manager oversees all day-to-day activities involved in the running of the Edmonton Youth Orchestra and is actively involved in the Orchestra's advancement and development activities. The General Manager works an average of 30 hours per week over the year, with the majority of these hours focused between September and June.

GENERAL MANAGER - DUTIES AND RESPONSIBILITIES:

- Attends Wednesday evening and Saturday morning rehearsals (September to May), concerts and any other special events.
- Provides administrative support with financial management including:
 - Purchasing day-to-day administrative and operational supplies
 - Banking, bookkeeping, bill payment and other associated duties
 - Maintaining organized and complete financial records

- Scheduling auditions and concerts, booking venues, arranging publicity and advertising, producing written programs, posters, brochures
- Arranging for online and print tickets with distribution and tracking of tickets for each concert
- Ordering, tracking, and distributing other merchandise as required (music folders, hoodies, CDs, orchestra photos, etc.)
- Recruiting and managing the parent/player volunteer base
- Event management - plans and executes special events (eg. Out-of-town concerts, retreats, workshops)
- Ensures that necessary music is available at rehearsals (rental/purchase/downloaded), in conjunction with the volunteer orchestra librarians
- Communications, including:
 - Marketing, public relations, promotions and advertising
 - EYO social media (in conjunction with designated volunteers)
 - Email and mail correspondence
 - Ensuring accuracy and timeliness of the *eyso.com* website
- Long-term planning (in conjunction with the board of directors)
- Attending monthly Board meetings
- Grants and sponsorship
 - Completing grant applications /reports
 - Researching new sources of funding

QUALIFICATIONS:

- An interest in orchestral music and youth
- Excellent organizational, communication and interpersonal skills
- Self-motivation and ability to work independently as well as collaboratively, in a team-oriented environment
- Computer literacy, including at minimum, MS 365, MS Publisher, cloud storage systems, social media platforms, QuickBooks Online
- Administrative management experience, in particular with non-profit arts organizations, is a definite asset
- Grant writing skills

REMUNERATION:

\$27-\$32,000/year, depending on experience and qualifications. Approximately 30 hours/week focused over a 32-week season.

APPLICATION PROCESS:

Please submit a cover letter, resume, and a list of 2-3 references to current EYO General Manager, Heather Dolman at eyo@shaw.ca with “EYO General Manager” in the subject line.

Please note that only select candidates will be contacted for interviews.

Application deadline: Friday, May 10, 2024

Interviews to take place May 13 – 18, 2024