PROGRAMS AND COMMUNICATIONS MANAGER

CANTABILE CHOIRS

JOB DESCRIPTION  
We are accepting applications for the position of Programs and Communications Manager, a full-time one-year contract position (eligible for extension following year-end evaluation). Reporting to the Artistic Director/General Manager (AD/GM), the P&C Manager will support Cantabile’s year-round artistic and educational programming, providing administrative support in the day-to-day operations of the organization as well as long-term project management. The P&C Manager will support the AD/GM in developing connections with the municipal, provincial and national performing arts communities, fostering relationships with key stakeholders in the areas of fundraising, advocacy, and business development.  
After a year of exclusively virtual programming, Cantabile anticipates resuming its regular choral membership programs in person, in compliance with Public Health regulations. At the outset, the P&C Manager role will focus on maintaining existing operations in support of the AD/GM. Over time, the nature of responsibilities will become more strategic and creative as the vision for post-pandemic recovery and organizational goals evolve. This position is a one-year contract, with possibility of renewal and advancement into executive leadership opportunities in the future.  
  
Key areas of responsibility:  
   
Operations

* Support the AD/GM in developing operations plan, tracking and reporting results on an ongoing basis.
* Manage the general day-to-day tasks such as office administration and correspondence

Financial Management

* Working with bookkeepers to prepare monthly reconciliations
* Maintain accurate records of financial transactions
* Day-to-day online and in-person banking tasks: open and respond to mail, pay bills, process invoices for payment, create invoices

Fundraising

* Assist AD/GM in researching new and updated funding opportunities in public and private sector
* Assist AD/GM in operating and project grant applications and reports, including maintenance and entry of financial and statistical data
* Update and maintain a donor database, including monthly reports, issuing charitable receipts and letters of acknowledgment
* Collect and compile information relevant to Foundation applications and reports as required
* Work with AD/GM to plan and execute annual individual giving fundraising campaign(s) as required
* Ensure sponsorship deliverables are executed and crediting is up to date (website, printed programs, ads, etc.)

Programming

* Work with AD/GM to plan and execute program operations for all rehearsals and other membership activities
* Assist in membership recruitment efforts
* Manage chorister registration, uniform orders, and membership dues
* Communicate and develop rapport with singers, parents, music staff and volunteers
* Assist volunteer librarian in library acquisition/maintenance

Production

* Work with AD/GM on the development of marketing and communications strategies, including audience development initiatives
* Manage membership registration system for choristers
* Manage administration for concert productions and community engagement activities, including box office
* Manage, liaise with, and assist in recruiting front-of-house and stage-crew volunteers

Marketing and Communications

* Create, plan and schedule social media posts and maintain social media accounts
* Draft copy for newsletters, update and maintain mailing lists (Constant Contact)
* Communicate with patrons, volunteers, audience, corporate partners, choristers and parents

**Requirements:**

Qualifications:

* Minimum 3 years’ experience working in nonprofit arts administration and/or music industry in administrative role. A comprehensive knowledge of the performing arts and/or cultural sector is an asset
* Passion for nonprofits, music, performing arts, and/or community engagement
* Excellent organizational skills: creating timelines, maintaining schedules, tracking/documenting materials, proofreading copy, etc.
* Outstanding interpersonal skills and ability to develop a rapport with patrons, audiences, members and parents
* Excellent verbal and written and communication skills in a professional environment
* Able to work well independently and follow detailed instructions with limited supervision; also able to work collaboratively
* Experience and knowledge of marketing and communications activities
* Familiarity with fundraising strategies and campaigns is an asset
* Proficiency in computer use, specifically Microsoft Office, G Suite. Familiarity with Wordpress, Adobe Creative Suite an asset
* Responsible, professional, personable and courteous

**Additional Info:**

This is a full-time position, M-F, 35 hr/week. Depending on Public Health restrictions, the position may begin remotely. However, once restrictions are lifted, the candidate must be prepared to work in person from the Cantabile office, located at 82 Sydenham St. Kingston, ON. Occasional over-time/evening or weekend work as needed during productions; time off in lieu. Benefits: 4 weeks paid vacation, Health Spending Account through Benecaid.  
   
Cantabile is committed to creating a safe work space for all and to reduce barriers to participation in our programs and employment. We welcome and encourage applications from all who are legally able to work in Canada, including those who self-identify as Indigenous, Black, People of Colour, persons with disabilities and/or LGBTQ2S+ and/or any other minority.  
 

**How to Apply:**

Submission deadline: Friday, June 18th by 5:00pm EST.  
Start date: July 01, 2021 or as soon as possible thereafter.  
To apply: Please email your cover letter, resume as one single PDF document to [info@cantabilechoirs.net](mailto:info@cantabilechoirs.net) with the submitted line “Programs and Communications Manager”. We thank all applications for their interest, however only those selected for an interview will be contacted.