JOB POSTING: Orchestra Manager

The Richmond Delta Youth Orchestra (RDYO) is hiring for the position of Orchestra Manager on a yearly contract basis starting August 21st, 2021 until July 16th, 2022 (15 hours per week).

The Orchestra Manager works closely with the Board of Directors, the musical staff, the Administrative Assistant, orchestra players, and player families. The Orchestra Manager oversees all day-to-day activities involved in running the Richmond Delta Youth Orchestra and is actively involved in the Orchestra’s advancement and development activities.

Duties and responsibilities include, but are not limited to:

- Attending Saturday rehearsals when needed, special events (i.e. Open Rehearsal days, etc.) and leading up to scheduled concerts;
- Providing administrative support with financial management, including:
  - Purchasing day-to-day administrative and operational supplies
  - Banking, bill payment, and other associated duties
- Overseeing the Administrative Assistant to provide support to musical staff and players, including:
  - Scheduling audition and concerts, booking venues, arranging publicity and advertising, producing written programs and posters, and printing, distributing, and tracking tickets for each concert
Communications, including:
  o Marketing, public relations, promotion, and advertising
  o RDYO social media (along with the music director)
  o Email and mail correspondence
  o Event management
  o Long-term planning (along with the board of directors)
  o Attend Board meetings, upon request by the Board

Grants and sponsorship:
  o Researching and applying for grants and sponsorship (initiating and facilitating connection with sponsors, completing grant proposals throughout the year with support from Board members)

COVID-19 Protocols: oversee and revise the protocols as needed to ensure the safety of our musicians, families, and staff, with support from the Board.

This contract position is currently part-time at fifteen hours per week but requires scheduling flexibility around the various crunch points: registrations, auditions, concerts, and workshops. The orchestra manager works independently and must be available to attend Saturday rehearsals as needed.

Qualifications:
  • An interest in orchestral music and youth;
  • Excellent organizational and communications skills;
  • The ability to work in a self-scheduled and self-directed working environment;
  • The ability to work in a collaborative and team-oriented environment;
  • Basic knowledge of business account bookkeeping;
  • Computer literacy, including at minimum MS Office, Google, and various social media platforms;
  • Marketing experience through social media and online advertisements;
  • Video and sound editing.

The full contract position (August 21, 2021 to July 16, 2022) will consist of 43 weeks at 15 hours per week. The schedule will correspond to RDYO’s rehearsal schedule and planned non-rehearsal days. Total renumeration for this position will be $15,000 ($1500 per month).

Interested applicants should email their resume and a cover letter to president@rdyo.ca by June 4th.