

Sunday, March 6, 2022

Position: ADMINISTRATOR
Choir: Voices in Motion Choir
Website: www.voicesinmotionchoirs.org
Contact: Barbara McLean
Contact E-Mail: VoicesinMotionBoard@gmail.com
Posting Date: March 2022

The Voices in Motion Choral Society (ViM) is seeking an enthusiastic, skilled Administrator to oversee the management and operational activities of the ViM organization. This 10-month/year contract position begins in August/September 2022.

ORGANIZATIONAL BACKGROUND

ViM is a multigenerational daytime choir for adults with dementia, their caregivers, family members, students and community members. Everyone is welcome to join the choir even if they have no prior singing experience.

The mission of the Voices in Motion Choral Society:

To sing and perform songs from a variety of musical genres that honour our diversity and touch the spirit. To develop musical excellence and foster a sense of joy, sharing and community.”

ViM consists of two community-based daytime choirs that meet for a fall and winter/spring semester. Both choirs work on the same repertoire in preparation for public concerts that take place in late fall and spring. Each choir meets weekly for a 90-minute rehearsal and social time. Both choirs come together for a combined *Big Sing* at least two times during each semester. The *Good Vibrations* quarterly newsletter keeps members, supporters, funders and community stakeholders abreast of ViM’s activities.

Choir members of all ages enjoy a supportive community where they experience appreciation of others through social interaction and enhanced cognitive function through the joy of singing. The energy and support that students bring to the choirs provides outcomes that are beneficial to all members. The journey of a dementia-friendly choral community is as important as the public concerts.

PRIMARY RESPONSIBILITIES

The Administrator responsibilities include:

- Point person for the management of operational activities of the organization

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- Collaboration with with Music Director and Board of Directors to plan and implement the mission and vision of the organization
- Attend rehearsals as required and work with the Music Director on season planning, concert and event organization, and other activities.
- Book venues for rehearsals and performances.
- Sales and promotion for ViM concerts, campaigns and events
- Recruitment of choir members including individuals with dementia, caregivers, students, community members. This may include promotion and outreach to local service clubs, schools, health and wellness organizations, and other groups of interest.
- Maintenance and monitoring of Society budget, financial records and funding sources including annual reporting in conjunction with Board of Directors
- Maintenance of ViM website, social media platforms, sales and marketing materials.
- Coordinate quarterly newsletter “Good Vibrations’ including content creation, editorial oversight, distribution, contact management and monitoring.
- Oversee fund raising and resource development initiatives including; grants, corporate and individual donations, sponsorships, membership campaigns, sales, and other opportunities.
- Attend regular board meetings and present an operational report
- Maintenance and implementation of COVID protocols as needed
- Any other duties and responsibilities as discussed with the Board of Directors

QUALIFICATIONS AND EXPERIENCE

- Relevant educational background or experience in arts, health and wellness, and/or business administration or related field
- Experience in non-profit organizations
- Excellent oral, written and interpersonal communication skills and a sense of humour
- Expertise with social media platforms and outreach strategies
- Capable of communicating the mission and vision of the organization to choir members, audiences, funders, donors and stakeholders
- Fluency with budget preparation, basic accounting terms and principles
- Proficiency with electronic software and platforms such as GSuite, Office, WordPress, Quicken, etc.
- Ability to be adaptable and self-motivated in a multi-tasking environment
- Ability to work from home or create own office arrangements

ADDITIONAL CONSIDERATIONS

- Experience working with individuals with dementia and Alzheimer’s is an asset.

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- Experience working with youth, students and schools
- Candidates are advised that all ViM participants are fully vaccinated for COVID-19 and have provided proof of vaccination in order to sing in the choir.
- Zoom - during the pandemic the choir moved to online zoom rehearsals and social gatherings. As such, additional consideration will be given to individuals who have experience with Zoom and other online platform.

WORKING RELATIONSHIPS

- Reports to ViM Board of Directors, specifically the President and Executive Committee.
- work closely with the Music Director to ensure all aspects of choir activities and operations are covered.
- Oversees Web Designer and any other sub-contractors engaged by the organization.

COMPENSATION:

\$12,000 for 10-month contract position. (mid-August - mid-June)

This is a work-from-home position with working hours in the 30 hrs/month range depending on the choir's activities.

APPLICATION PROCESS

- Application deadline is: **THURSDAY, APRIL 14, 2022.**
- Submit a cover letter and resume as a single PDF document with the title, "*Your Name_ViM Admin*" to: VoicesinmotionBoard@gmail.com

"We provide equal employment opportunity for all applicants and employees and do not discriminate on the basis of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, record of offences, marital status, family status, disability, or any other characteristic protected by local law. We particularly encourage applications from Black people, Indigenous people, and people of colour, people with disabilities, members of the LGBTQ2+ community and those with varied areas of expertise and lived experiences."

To learn more about ViM's Guiding Principles: <https://voicesinmotionchoirs.org/guiding-principles/>

To learn more about ViM's Training Program: <https://voicesinmotionchoirs.org/training-program/>

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