



## Orchestra Manager (Part-time with potential for full-time)

**DATE OF APPOINTMENT:** September 1, 2016 to June 30, 2017 (renewable by mutual agreement)

**QUALIFICATIONS:**

- Experience in Arts administration, preferably in music
- Highly organized and effective execution skills for policy and administration
- Skilled in professional collaboration, coaching, facilitating, communicating, and modeling.
- Strong computer skills (Word, Excel and databases)
- Experience in marketing, public relations, print and social media
- Strong event and project management skills
- Ability to multitask and prioritize in a fast paced environment
- Fundraising experience considered an asset

**RESPONSIBLE TO:** The Hamilton Philharmonic Youth Orchestra Board of Directors

### EXPECTATIONS:

To act as the primary spokesperson for the Hamilton Philharmonic Youth Orchestra with respect to education matters, budget and planning in addition to assisting and supporting staff colleagues and the Board in establishing and executing a long range plan:

- Cooperate and liaise with Financial Officer with respect to budgeting and reporting.
- Primary contact with parents, students and the community.
- Executing and reporting on grants and sponsorship awards.
- Supervise students and parent volunteers as required.
- Work closely with the governing Board to advance organization and strategic plan.
- Show professional judgment and discretion in working with students, parents, administration.
- Demonstrate interpersonal skills to establish credibility with all stakeholders
- Practice reflects the Board's strategic directions

**Hours: Approximately 100 hours per month**

**APPLICATIONS:** Applicants for the above position should forward a cover letter and resume via email no later than **4:00 p.m., July 29, 2016** to: [info@hpyo.com](mailto:info@hpyo.com)