

Canadian Music Centre BC Regional Centre

Job Description: Administrator

Permanent full time starting July 25, 2011

Reporting directly to the BC Regional Director, the Administrator is responsible for ensuring the smooth operations and efficiency of the CMC BC Regional Centre. As the first point of contact for CMC visitors, library patrons and Associate Composers the Administrator shares the enthusiasm and dynamism of Centre activities and events.

This full time position includes but is not limited to the following responsibilities:

Customer Service

- Provide excellent customer service to our various stakeholders
- Assist librarian with information requests and library loans
- Printing and Binding of Scores for clients
- Supervise our excellent team of dedicated volunteers
- Oversee customer service functions including copying and binding of scores and retail sales

Communications

- Responsible for media relations
- Write and co-edit weekly e-newsletter blast
- Write and edit press releases
- Plan and manage production of all communications strategies including outreach, marketing and promotional materials.
- Manage our social marketing initiatives including CMC website, BC Creative Hub Blog, Twitter, Face book, YouTube and Flickr.
- Maintain office communications archive

Office Duties

- Act as primary point of contact for visitors and associates coming to the CMC office
- Maintain day-to day bookkeeping with assistance of bookkeeper and National Controller. These duties include banking, bill payments, invoicing, coding and making entries with Simply Accounting.
- Maintain and manage our Voting Member, Associate Composer and Donor Lists
- Assist Regional Director with grant applications and reports
- Attend weekly planning meetings with CMC staff and carry out follow-up items
- Provide administrative support, database maintenance and help organize meetings
- Oversee fundraising campaign

Programming

- In collaboration with other staff, plan and manage our BC Creative Hub Events
- Work with Regional Director on outreach and community initiatives

The Administrator provides professional support to the BC Regional Director and will perform the duties of this position to the best of his/her abilities and will at all times devote his/her time and effort to advancing the interests of the Canadian Music Centre.

Qualifications

- Solid background in office administration
- Postsecondary education in an appropriate field
- Experience working in the arts or a not-for profit organization
- Excellent customer service skills with the ability to work in a highly collaborative environment
- Well-developed written and oral communication skills
- Ability to read vocal, instrumental, choral, orchestral, etc. music scores
- Good knowledge of web technologies, online media and office software platforms
- Knowledge and experience working with Simply Accounting
- Knowledge of Canadian contemporary art music, performers and organizations an asset
- Ability to communicate in French (and other languages) an asset

Salary

Salary commensurate with experience, qualifications and CMC's national guidelines.

Benefits

Health
Vacation
RRSP

Please send resume, cover letter and 200 word statement (in 1 document) describing the role of the CMC in Canadian musical culture to:

Bob Baker
BC Regional Director Canadian Music Centre
837 Davie Street,
Vancouver, BC
V6Z 1B7

or by email to: bbaker@musiccentre.ca

Applications must be received by July 13, 2011