



## ENSEMBLE LAUDE

*Choral Society*

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Canada

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Elizabeth MacIsaac, Artistic Director

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### **General Manager Contract Position**

Ensemble Laude Choral Society is seeking a General Manager. The General Manager is responsible for broad coordination of the administrative needs of Ensemble Laude, including singer and volunteer coordination, concert production, communications, and records keeping. The General Manager works closely with the Artistic Director and reports to the Board through the Human Resources Committee.

**Location:** Victoria, BC

**Timing** This is a contract position for one year starting in June 2019 (exact start date negotiable) to June 30, 2020, renewable yearly thereafter at the discretion of the Ensemble Laude Choral Society Board.

### **About Ensemble Laude**

Ensemble Laude is an award-winning, auditioned women's community choir dedicated to the performance of diverse and uplifting choral music from around the world. Learn more about us at [www.ensemblelaude.org](http://www.ensemblelaude.org).

### **Services Details**

The services below may be performed by the General Manager and/or by a volunteer, but the General Manager is ultimately responsible for ensuring the services are completed satisfactorily, with the exception of two tasks immediately below that cannot be delegated:

- Attend board meetings and prepare monthly written reports on activities and results (e.g. number of tickets sold)
- Regularly meet with the Artistic Director as needed to plan and implement tasks.

### **Volunteer Coordination**

- Maintain a list of volunteers and volunteer positions
- Recruit, organize, train, and recognize volunteers (singers and non-singers) for operational volunteer needs.

### **Promotion and Communications**

- Online presence: Maintain and update Ensemble Laude website and social media channels.

- Concert promotion: Oversee effective promotion plan for concerts, including working with designer, developing print and online materials (posters, bookmarks), media releases, interviews, and event listings.
- Correspondence: Serve as the first point of communication for Ensemble Laude, including online and by mail.

### ***Concert Production and Equipment***

- Venue bookings and concert production - in coordination with the Artistic Director and the Board, manage all aspects of venue bookings, logistics, equipment, and recordings.
- Ticket sales - manage and report on online and paper ticket sales,
- Production and Front of House – ensure all needs are met, including production e.g. riser transportation, A/V equipment, and front of house including arranging volunteers tickets, merchandise (including restocking and tracking inventory), draw prizes, flowers, and recruiting and training volunteers.

### ***Singer Coordination***

- Auditions – work with the Artistic Director to coordinate auditions for potential singers.
- Communications: With the Artistic Director, keep singers up to date with all relevant choir information.
  - Email list - maintain an up to date list of all singers' contact information, and maintain an email list.
  - Choir software - maintain and update choir software to ensure singers and Artistic Director have easy ways to disseminate information.

### ***Records Keeping***

- Prepare SOCAN reports.
- Supporters: Maintain and update database of concerts, concert attendees, raffle/door prize email list.
- Financial: work within budget allocations and help develop budget.
- Donors and Sponsors - tracking donations, maintaining donor list, and ensuring donor reminders and recognition
- Maintain archives of concert posters, media stories, etc.

### ***Grant writing***

- Identify appropriate sources with board oversight
- Draft grant proposals for board approval
- Write final reports
- Maintain database of grant opportunities, grants submitted, grants received and relevant timelines

### ***Recordings and Special Events***

In coordination with the Artistic Director, coordinate administrative aspects of recordings and special events (e.g. seniors and school performances) for the choir.

## **Working Conditions**

The position involves significant time spent at a computer/desk, being self-directed and working alone, working closely with the Artistic Director, coordinating volunteers, occasional travel, and evening and weekend commitments. Workload will vary throughout the year with major concerts typically taking place in December and June.

## **Requirements**

- Ensemble Laude is seeking a contractor with a passion for choral excellence and relevant training or experience in arts organization management including event management, communications (including poster and program design, website, social media, traditional media, clear and compelling writing skills, etc.), volunteer management, records keeping, including Microsoft Excel, and other related tasks. Must have demonstrated ability to work independently as a contractor without supervision to accomplish high-profile tasks, to collaborate well with other contractors and a non-profit board, to coordinate teams of volunteers, to meet multiple and concurrent deadlines, and to uphold the excellence expected of Ensemble Laude events and communications.
- The Contractor is an independent contractor and is responsible for their own income taxes, Canada Pension Plan (CPP), and Employment Insurance (EI) contributions, applicable insurance, and providing their own equipment, including office space, computer and internet, phone, and transportation. (Benefits may be available to purchase separately by the contractor should they so wish by a vendor such as Arts Alliance).

## **Contract Information**

Payment for services is \$10,000 total for the year with payments issued each quarter or monthly upon receipt of invoices.

## **Application Information**

To apply, send proposal, including resume, to [hr.ensemblelaude\[at\]gmail.com](mailto:hr.ensemblelaude[at]gmail.com). Review of applications will begin immediately and interested candidates are encouraged to promptly submit their application including resume before May 15<sup>th</sup>, 2019. We appreciate the efforts of all applicants, note that only shortlisted candidates will be contacted.