



Shirley Penner
CEO

KIDS & MUSIC
Pre-K-Grade 2

KIDAZZLE
Grade 3

KIDZXPRESS
Grade 4-6

JUNIOR HI
Grade 7-9

SENIOR HI
Grade 9-12

ACT3
Age 18-30

SHINE
Semi-Professional

ONCUE
Semi-Professional

ENCORE
Experienced Singers

SECOND CHANTS
Adult Recreational

STAR
Special Needs
Age 8-Young Adult

YSC Camps
Grades 1-8

MEMORY LANE CHORUS
for those with dementia

YSC CEO Position Advertisement

The Youth Singers of Calgary (YSC) is looking for a new CEO. We are ready to build on our Founder's vision and leadership as CEO in delivering a triple threat performing arts program for all ages, with a focus on youth and the young at heart.

Background: YSC is a registered Canadian charitable organization founded in 1985 that manages and operates 15 Divisions (Choirs/Programs/Classes), incorporating movement, dance and acting with singing. YSC is governed by a Board of Directors. Administrators, production teams and educators are comprised of six full-time staff, approximately 40 - 45 part time contractors, and fee-for-service professional artistic personnel. Volunteers provide approximately 36,000 hours a year in support of YSC programs. YSC operates year-round with an annual budget of \$2,000,000, and a membership of 500+ performers. YSC owns and operates the Performing Arts Youth Centre (PAYC), an 18,000 square foot space with four studios and dedicated spaces for: a recording studio, music library, wardrobe, properties, kitchen, boardroom and office space.

Position Description: As a respected arts administrator, the YSC CEO will drive excellence through a roll-up-your-sleeves style that keeps them connected to the issues and needs of the people and community YSC serves. The CEO reports to the Board of Directors and upholds the organization's mission, vision, and values, while implementing the business plan and artistic vision to support the strategic plan. The CEO is knowledgeable about and accountable to implement sound governance, operational management, consensus building, client-service and community engagement. They are accountable to develop business and financial plans and to execute key decisions. The CEO works closely with the Artistic Director who leads the Creative Team and is responsible for all programming, curriculum development, and production of performances.

A visionary leader developing a performance arts organization of the future, the CEO has the strategic and management skills to lead a highly skilled group of colleagues towards the goal of an excellent product and a financially sound organization. As the leader of a comprehensive portfolio, they direct the team in recruitment, performance management, succession planning, compensation, wellness and safety. They develop policies, processes, strategies, and plans to continuously improve efficiency, job satisfaction, engagement, and employee retention.

As the spokesperson for YSC with a wide array of stakeholders, including performers, artistic staff, parents, volunteers, tenants, sponsors, granting organizations, media, general public, the regional/national/international music/arts community and the broader community, the CEO strives to build and strengthen alliances and partnerships.

The CEO has a strong passion for youth and an ability to inspire and motivate people and influence change with energy, enthusiasm and hard work. They inspire leaders





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and staff to achieve the primary organizational goal of building young people into confident, talented and contributing citizens. This leader has highly developed diplomatic and interpersonal skills. Most importantly, the CEO embodies YSC's values: Artistic Integrity, Excellence, Community Building, Inclusion, the health and safety of our staff, membership, volunteers and all who enter the Performing Arts Youth Centre, Personal Development and Self-expression, and Providing Opportunities for Life-long Learning.

Job Description available for review.

Education

Graduation from a recognized university with a degree in arts, education, business or another degree related to the position.

Experience

1. Significant (minimum of five years) and recent employment (within the last three years) leading within a not-for-profit arts setting led by a Board of Directors
2. Substantial (at least three years) and recent experience (within the last five years) in a leadership role managing individuals and teams (employees and/or volunteers). Experience doing budgeting, financial and business planning, reporting and evaluating an organization's performance would be an asset.
3. Experience liaising with the public, private sector, foundations, and/or government regarding not-for-profit organization management and funding

Competencies

1. Demonstrated knowledge of marketing, finance, communications, human resources and fund development, including grant writing
2. Demonstrated ability to think strategically, make decisions, solve problems, accept feedback and inspire others
3. Demonstrated skills in interpersonal behaviour, time-management, priority setting, project management, flexibility, and systems thinking
4. Demonstrated strong verbal and written communication skills
5. Accountable and Results Oriented

Conditions of Employment

- Compensation, including vacation terms: To Be Discussed
- Health Benefits Plan: Participation is optional with YSC covering 70% of the premium cost. eligibility begins after 3 months employment.
- Eligibility for paid vacation begins after 3 months as accrued.
- Full-time. Hours of work are flexible as this is a seven-day/week operation requiring evenings and weekends.
- This position will commence as a one-year probationary full-time contract with the possibility of continued permanent employment.





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This position is located in Calgary. Start Date: July 1, 2021

Please submit a cover letter and resume (as one file) by **midnight, MST, Friday March 26, 2021** to:

yscadmin@youthsingers.org

Attention: Catherine Barclay – Chair, Board of Directors

Youth Singers of Calgary

Include: CEO Position Application" in the email subject line

The Youth Singers of Calgary recognizes and values the richness of human diversity in its many forms.

Upon request, YSC will make available reasonable accommodations for persons with disabilities during the recruitment process. Accommodation requests should be made in advance to Catherine Barclay – Chair, Board of Directors

We thank all candidates for their interest. Only those selected for an interview will be contacted.

