

*The Festival Chorus*  
*Policy and Procedures*  
*Position Description*

**Production and Grants Manager**

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<i>Term:</i>	<i>One year - renewable contract</i>
<i>Elected:</i>	
<i>Staff member</i>	<i>X</i>
<i>Appointed/Contract</i>	<i>X</i>
<i>Last Review</i>	<i>July 2024</i>

***Position Summary***

The **PRODUCTION AND GRANTS MANAGER** is responsible for developing and submitting all Grant applications as directed by the Board and for ensuring that logistics are in place for each concert, choral workshop and choral community workshop planned for the current season in support of the President, Artistic Director, Marketing-Promotion Manager, and Ticketing Manager. This is a contract position that reports to the Festival Chorus Board.

***Duties include but are not limited to:***

- Booking, contracts and insurance for venues required for chorus dress rehearsals, choral workshops, and performances. Coordination with the venue contact(s). Note: Excludes Arts Commons Rehearsal Hall and Library Room annual rental which are done by the President or Treasurer.
- Assist with contracts for musicians as confirmed by Artistic Director
- Assist with contracts for soloists as confirmed by Artistic Director
- Assist with contract for Guest Conductor as confirmed by Artistic Director
- Booking and contract for concert audio-visual requirements if needed.
- Coordinate with Marketing Coordinator for concert programs including program content and promotion information. Review and approve the Concert Program.
- Coordinate with Ticketing Manager on workshop and concert ticket sales.
- Assist the Social-Special Events Coordinator in organizing any post-concert receptions.
- Conduct Pre and Post Concert meeting(s) with Ticketing, Marketing, and Artistic Director as needed. Include Guest Conductor where applicable.

- Coordinate and confirm with Festival Chorus Treasurer and/or President for payment by cheque or e-transfer for venue, musicians, soloists, guest Conductor, etc. as per contract payment terms.
- Write and submit Grant applications as directed by the Board and on behalf of the Chorus. Track the applications. Provide additional information as may be requested by Grantor from time to time.
- Notify the Board of potential worthwhile Grant opportunities.
- Receive approval/rejection of Grant applications and report back to the Board.

### *Qualifications*

- Experience with grant writing for a not-for-profit organization(s) in Alberta. Working with Alberta Culture, Calgary Arts Development, etc. is favorable.
- Experience with the planning and logistics associated with larger scale (300+ audience size) amateur or professional arts concerts in Alberta.
- Experience working on or for a Board of Directors is favorable.
- Experience working with an amateur or professional chorus is favorable.
- Experience with writing or reviewing contracts is favorable.
- Strong oral and written communication skills.
- Good computing skills including familiarity with applications such as MsWord, MsExcel, Adobe, Webmail, Email, Zoom, etc.
- Strong organizational skills with ability to plan well, meet deadlines and with attention to detail.

### *Reports and Target Dates*

- Written reports for each Board meeting (4-5 per year) to be submitted one week prior to the meeting.
- Additional reports upon request from the President between Board meetings.
- Tracking of hours is required in order for the Board to assess the position scope and compensation on an on-going basis. The estimated maximum time commitment is currently ~200 hours total for Production logistics over the season (September to May) and ~100 hours total for Grants applications. All work can be done remotely.