Job Description: Business Manager & Program Assistant, Amici String Program

The Amici String Program is currently seeking a Business Manager & Program Assistant. The Business Manager is responsible for managing the Amici String Program, in consultation with the Artistic Director and the Board of Directors, of which the Business Manager is a member, ex officio. The Program Assistant provides on-site support during Monday classes, and other events. Preference will be given to candidates who can take on both roles and have some availability during office hours.
Compensation amount available on request.

The Amici String Program provides quality musical education in a non-judgemental environment that enables string students to develop their skills and fulfill their potential in a positive and inclusive atmosphere.

The role of the Business Manager is to support the vision of the Artistic Director and the Board of Directors by taking on a variety of financial, regulatory, and administrative tasks. The position requires an organized, detail-oriented, proactive person with the ability to work flexibly, communicate effectively, adapt to emergent opportunities, and maintain clear records. As the initial and primary contact with the Amici String Program, the Business Manager must have excellent customer service skills and be able to promote the program through a strong understanding of the program processes, goals and events.

The initial offering is a year-long contract with an average workload of 10 hours/week, with a view to a longer-term position. Workload fluctuates significantly due to the seasonal nature of program activity. Some time-sensitive work may involve a hard deadline.

Key Responsibilities of Business Manager (job functions include but are not limited to):

Financial and Regulatory Tasks:

1. Assist the Treasurer in managing the financial matters of the Amici String Program, including maintenance of accurate financial records, updated cashflow spreadsheets, student fee deposits and refunds, funds raised, and donation lists.
2. Deposit funds into the appropriate Amici String Program bank account.
3. Issue & track faculty contracts & hours.
4. Write & issue cheques for payroll, visiting artists, and other expenses.
5. Issue charity and program receipts.
6. Assist the Treasurer and auditors with the preparation of Federal and Provincial returns including but not limited to:
   a. Annual Income Tax Documents (form T1044);
   b. Annual Society Return;
   c. Annual Charity Return.
7. With the Treasurer: prepare, submit and distribute annual T4A and T4A-NR slips.
8. Update and maintain the Alberta Gaming and Liquor Commission list of wages, salaries and contact lists for Casinos.

9. Assist with the preparation of Alberta Gaming and Liquor Commission (AGLC) audits.
10. Ensure that insurance for all Amici String Program activities and needs is current and complete.
11. Maintain financial records and facilitate transactions for program fundraising in co-ordination with the Volunteer Coordinator.
12. Other duties as assigned.

Administration & Customer Service

1. Administer the Amici String Program primary e-mail address, including:
    a. Answering or forwarding queries from other organizations and public at large;
    b. Answering or forwarding queries from parents of enrolled students;
    c. Preparing and sending program & event notices;
    d. Other communication as required.
2. Liaise and co-ordinate with the Artistic Director on a weekly basis, as well as maintain contact with members of the Board, volunteers and faculty in order to facilitate the smooth running of the Amici String Program.
3. Manage program registration (regular semesters, recitals, events, camps, etc.).
4. Manage scheduling:
    a. Book rooms, other facilities, and equipment as needed for classes, recitals, workshops and other activities of the Amici String Program;
    b. Assist the Artistic Director in the scheduling of monthly recitals, guest artist residencies and summer camps;
    c. Schedule piano tuning as needed.
5. Maintain data tracking documents for all Amici String Program activity, including:
    a. Faculty and accompanist hours & reimbursements;
    b. Contact lists for faculty, students, accompanists, guest artists, and others;
    c. Mailing lists for Friends of Amici String Program;
    d. Past and present program literature;
    e. Volunteer hours and fund-raising.
6. Assist with grant application preparation by providing accurate statistics and copies of records and published materials.
7. Prepare, distribute and maintain program literature in accordance with the Protection of Privacy Act, including:
    a. Annual handbooks, registration forms and recital programs;
    b. Website & social media information (in co-ordination with volunteers)
    c. Chamber and class lists;
    d. Chamber music database.
8. Attend meetings of the Board of Directors of the Amici String Program (monthly & AGM) and deliver reports on the status of enrolments, programs, events, & other issues.
9. Support Artistic Director in liaising with guest/visiting artists regarding contracts & requirements.
10. Provide administrative support to the Volunteer Coordinator (Board position)
    a. Collect and track volunteer bond cheques;
    b. Maintain records of volunteer hours;

    c. Ensure donor recognition;
    d. Serve as financial contact for fundraisers (e.g.: Gift Cards, spring flowers)
11. Procure stationery supplies as needed.
12. Other duties as assigned.

Qualifications / Requirements:

- Demonstrated ability to work collaboratively within a multi-level organization that includes faculty, clients and volunteers.
- Ability to work independently and manage time effectively within a flexible schedule.
- 3 to 5 years' office/program management experience, preferably in the Not-for-Profit or Performing Arts industries.
- Superior oral, written and inter-personal communication, conflict resolution and facilitation skills, with experience in multicultural and educational / youth settings.
- Computer literacy, familiarity with digital communication and record-keeping; experience with financial software required and familiarity with privacy legislation an asset.

The role of the Program Assistant is to provide on-site support for faculty and students during Monday classes & workshops, and other events. The position requires excellent customer service skills, the ability to adapt to emergent opportunities, and some physical labour for site set-up.

The initial offering is for the Fall and Winter/Spring Semesters. The Program Assistant must be on site from 3:45pm – 7:45pm on Mondays and other days as agreed.

Key Responsibilities of Program Assistant (job functions include but are not limited to):

On-site Support:

1. Assist the Artistic Director.
2. Set up spaces for classes, workshops, recitals or other events.
3. Be the primary point of contact for faculty, parents, students & site staff.
    a) Check Amici e-mail;
    b) Advise Artistic Director of student or faculty absences or delays;
    c) Work independently with site staff.
4. Collect and Distribute payments.
5. Provide on-site support during events to address any issues that may arise.
6. Collect and/or distribute documents as needed (e.g.: volunteer bond cheques).
7. Co-ordinate sheet music, print & post room schedules.
8. Maintain stationery & reception supplies, first aid kit.
9. Act as first contact in cases of emergency.

To apply:

Please send a cover letter and resume no later than December 1, 2025 in confidence to:

amici.stringprogram@gmail.com
Attention: Artistic Director

Please quote “Job Posting: Business Manager/Program Assistant” in the subject header of your e-mail.