

JOB LISTING

Calgary Pro Musica Society: Operations Coordinator

Calgary Pro Musica is a non-profit, registered charitable organization that encourages and celebrates chamber music. Our concerts feature world-renowned chamber ensembles performing in the beautiful Eckhardt-Gramatté Hall in the University of Calgary's Rozsa Centre. We contribute to our community through meaningful music outreach and learning programs. Calgary Pro Musica has been providing exceptional value to audiences and enriching Calgary's cultural life for over 40 years.

We are seeking an energetic and accomplished self-starter to work collaboratively with our Board and Artistic Director to lead Calgary Pro Musica to new levels of operational excellence. This is a part time renewable contract role operating from a home office. The role requires occasional non-standard work hours to accommodate the needs of volunteer committee meetings and Calgary Pro Musica concerts and events.

Description of Role:

- Time commitment of 20-35 hours per month (mostly remote work, with in person attendance at concerts and board meetings expected)
- Attend all concerts put on by the society, running the box office operations and setting up the lobby
- Arrive at theatre approximately 90 minutes before the concert and be present throughout the evening
- Purchase and deliver food and drinks for the artists backstage
- General administration of Calgary Pro Musica's email & phone messages
- Communicate with board members and employees
- Work with the Treasurer and Financial Coordinator to complete monthly reconciliations
- Ongoing subscriber communications: process ticket orders, exchanges, donations, and administer subscription renewal campaign each season
- Fundraising support: mail donation receipts and thank you letters to sponsors and co-sponsors, coordinating with the Community Engagement Manager
- Prepare and organize annual donor appreciation brunch
- Assist with casino fundraiser approximately every 18 months
- Assist with organization of Board activities and meetings: distribute board meeting documents, work with board executive to create meeting agenda, present Operations Coordinator report at each meeting

Qualifications:

- Minimum 3-5 years of related experience, preferably in an arts administration environment
- Excellent customer service, interpersonal and communication skills, with a high degree of tact, diplomacy and maturity
- Exceptional organizational and time management skills, event or project management experience an asset
- Basic accounting knowledge
- Strong computer literacy encompassing Microsoft Office Suite (Word, Excel, Outlook), QuickBooks (or other accounting software), PatronManager (or other CRM/ticketing database software).
- Ability to work independently with minimal supervision matched by a collaborative mindset and skill in maintaining information flow with key stakeholders
- Valid Alberta driver's license

Please submit resume and cover letter to: search@calgarypromusica.ca