

POSITION OVERVIEW

Adult Recreational Choirs (ARC) seeks a highly motivated and experienced Executive Director for a part-time, flexible role overseeing the organizational, administrative, financial, and program management functions of our organization. The successful candidate will ensure that ARC operates efficiently, effectively, and sustainably, while also advancing our mission, vision, and values.

Reporting to the ARC Board of Directors and responsible for an operations team, the Executive Director oversees all operational and administrative functions to achieve the goals established in the Strategic Plan. In a co-leadership model, the Executive Director and the Artistic Director work closely together to build a cohesive, inclusive and high-performance staff and volunteer team while actively promoting a positive community atmosphere. The Executive Director plays a key role in supporting the artistic vision through financial, event and project management, building plans, and providing necessary support. With a continuous improvement and customer service-oriented mindset, the Executive Director also contributes to the ongoing development of ARC systems infrastructure.

Responsibilities include, but may not be limited to:

ORGANIZATIONAL LEADERSHIP

- Leading and executing an annual operational plan in support of the strategic plan and artistic vision.
- Together with committees of the board and volunteers, ensuring the execution of strategic priorities and identifying opportunities to improve services, enhance efficiency, and streamline business functions wherever possible.
- Lead the administrative needs for events, registration, advertising, marketing, shows and performances.
- Supporting Board committees with administrative actions and lead non-Board committees, providing oversight, approvals and other support.

FINANCIAL MANAGEMENT, FUND DEVELOPMENT, GRANTS & GAMING

- Developing and managing the annual budget, project budgets and business financial plans in conjunction with the Artistic Director, accounting support and Finance Committee/Treasurer.
- Ensuring an annual fund development plan is created and executed, gaming licensing and reporting requirements are fulfilled, federal and provincial reporting requirements are fulfilled and grant applications to principal funders and reports are submitted on ARC's behalf.

ADMINISTRATIVE & HUMAN RESOURCE MANAGEMENT

- Planning the non-artistic human resource needs of ARC, including paid and volunteer positions, including recruitment, training, supervision, evaluation and management of the administrative team.
- Regularly reviewing the Systems and Supports.
- Support choristers with their concerns and questions around registrations, the website, information and communication.

QUALIFICATIONS

- Post-secondary education in an arts management, business or related discipline
- Minimum 3–5 years experience supervising, managing and leading staff and volunteers in a not-for-profit organization; prior experience working with a Board of Directors desirable
- Previous arts administration experience as a volunteer or professional preferred
- Exceptional project and financial management skills; event production, audience development and/or performing arts experience an asset
- Superior oral and written communication and interpersonal skills; ability to work with a diverse stakeholder group
- Customer service focus
- Familiarity and experience working in digital platforms; comfort and experience in online marketing, website development and systems integration considered an asset

REMUNERATION

- This is a part-time (average of 64 hours/month), contract role with the understanding that ARC activities are cyclical (i.e., some months will be busier than others.)
- \$28-\$35 per hour, commensurate with experience

TO APPLY

Include: Please include a cover letter and resume outlining your interest and related experiences and qualifications.

Submit to: Chair, Executive Director Search, ARC

Address: careers@archoirs.org

Deadline: Applications will be accepted until a suitable candidate has been found.

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

ABOUT ARC

The Adult Recreational Choir Society of Calgary (ARC) was formed in 2002 to provide creative and challenging opportunities for adults to enrich their lives through musical expression and performance. Growing to three choirs under the ARC umbrella over two decades, all programs are non-auditioned and feature challenging, eclectic and varied repertoire. A diverse membership participates in ARC programs, including those that come from different backgrounds, ages and stages; adding variety and creating a stimulating and supportive community environment for all. ARC performances are characterized by professional staging, colourful costumes, and choreography complementing the music. The organization prides itself not only on our high performance value, but on our strong community and connected culture.

Our three choirs include: Up2Something (mixed choir), She'sUp2Something (women's choir), and SomethingGood (mixed choir, community performances). Up2Something and She'sUp2Something perform two main concerts each year; a Christmas show in early December, and a season finale in early June. Audience support for these productions has grown to more than 2,500 people annually. SomethingGood spends their time in the Calgary community providing free performances that are interactive and encourage audience participation. In addition to these signature events, the ARC hosts fundraising Talent Shows for our membership each spring and fall.

ARC is most distinguished from other similar community choirs in a number of respects, most notably a strong and committed membership who not only enjoy singing together, but who also form strong personal connections. Programs are strongly supported by volunteers, who contribute over 6,000 hours each season to areas vital to ARC's success. Funding comes from a variety of sources, including membership fees, grants, sponsorship, donations, casino revenue and ticket sales. ARC is a registered charitable organization. More information may be found at www.archoirs.org.