

Organization: musica intima

Application Deadline: April 15, 2009

Website: www.musicaintima.org

Position: Marketing and Development Coordinator

Term: Part-time (20 hours/week); flexible

Location: Heritage Hall (Main Street) – Vancouver

Salary: \$15/hour

Internationally renowned for performances and recordings that sparkle with fresh insight and vibrant musicality, musica intima has earned a reputation as one of Canada's most exciting vocal ensembles. As a self-directed vocal chamber ensemble, the 12 singers rehearse and perform without a conductor. In rehearsal, they exchange ideas freely while exploring their own musical creativity. In performance, they engage the audience with a freshness and spontaneity all their own.

Job Description

Reporting to the General Manager, the Marketing and Development Coordinator will work collaboratively with the General Manager, ensemble and Board.

Duties will include, but not be limited to:

- Write and develop promotional materials, coordinate marketing initiatives (advertising, website, promotional materials, programs, publicity)
- Coordinate development activities including special events, individual giving campaigns, donor stewardship (membership benefits, donor acknowledgement)
- Manage mi's box office, including subscription and single ticket sales (phone, internet, and door sales), and all patron communications
- Work collaboratively with the ensemble to coordinate marketing and programming initiatives
- Coordinate volunteer activities including front-of-house concert duties and fundraising events
- Manage the organization's database and website

Qualifications:

- Excellent writing and editing skills
- Exceptional communication and organizational skills
- Microsoft office skills required; database experience preferred
- Flexibility to work variable hours as required by the job
- Ability to thrive in a fast-paced work environment, to meet deadlines, and to prioritize and manage a wide variety of tasks simultaneously
- A degree/diploma in a related field or an equivalent combination of training and experience
- Knowledge and experience with event planning and/or coordination
- A passion for music

Additional Information

Please send résumé and cover letter by April 15 to:

Search Committee
c/o Janna Crown, General Manager
musica intima
302 – 3102 Main Street
Vancouver, BC V5T 3G7
Email: janna@musicaintima.org
Fax: 604.731.6619

Only candidates chosen for an interview will be contacted. No phone calls please.