

Organization: *musica intima society*

Website: [www.musicaintima.org](http://www.musicaintima.org)

Term: Full-time, start date dependent on availability

Location: Heritage Hall, Main Street, Vancouver

Application Deadline: Until filled. Applications will be reviewed as received.

Remuneration: \$58,000 - \$60,000

## **musica intima**

Founded in 1992, musica intima (mi) has grown from grassroots beginnings to a fully professional vocal ensemble which has championed Canadian music on stages around the world. One of Canada's most esteemed vocal ensembles, mi's unique collaborative leadership model invites each of the 12 members to be co-artistic directors of the group, exchanging ideas freely and exploring their individual musical creativity.

musica intima strives to be a role model in "going beyond the land acknowledgment" both in the arts communities, and beyond, through building relationships with IBPOC artists across disciplines. In the past three years, mi has released a JUNO-nominated, WCMA-winning album, undertaken two successful cross-country tours, released a digital EP, and launched a groundbreaking, composer-centric publisher. Truly unique, the collaborative approach of our rehearsal model is mirrored through all facets of our organization; staff, Board, and artistic personnel are working together to foster human connection through vocal music

## **Position**

Reporting to the Board of Directors, the General Manager (GM) is responsible for the operations of the ensemble, the marketing presence of the organization, and the ongoing management of the musica intima Society. The GM advises the Board on matters pertaining to the welfare of the organization including financial management, marketing, and development initiatives. The GM provides leadership, develops and maintains relationships with internal and external stakeholders, and supports the Society in fostering private, public, and community support. Together with the Artistic Manager (AM), the GM is one of two staff members that support the artistic mandate of musica intima.

## **Qualifications**

- Excellent writing, organizational, communication, and interpersonal skills;
- Ability to foster collaboration and innovation and to problem solve creatively;
- Methodical and detail-oriented, ensuring accuracy and accountability;
- Advocate for the Society with positive energy and integrity in the pursuit of artistic and organizational excellence;
- Degree in Arts Management/Administration OR experience as an effective leader in a non-profit organization;

- Proficiency in online and social media marketing as well as familiarity with Adobe Suite (Premiere, InDesign, Photoshop), WIX Website Manager, Quickbooks online, Airtable spreadsheets is considered an asset.

## Job Duties

### Organizational Management and Administration

- Manages the organization within and in support of the organization's mission, vision, mandate, and values;
- Communicates with the Board of Directors on the conditions and operations of the organization;
- Participates as an ex officio member of board committees;
- Maintains database of donors, subscribers, and community contacts;
- Administrates website, including tracking and managing ticket sales, season information, CD orders, and *musica printima*.

### Grant Writing and Development

- Maintains good relations with funding agencies, private foundations, and donors;
- Optimizes funding from government funding bodies and private foundations;
- Prepares and submits all applications with input from AM and ensemble;
- Oversees all fundraising activities; create, plan, and attend networking and donor events and fundraisers;
- Together with the Board, devise longer term fundraising goals and strategies.

### Financial Management

- Develops and implements the annual budget based on plans developed collaboratively with the ensemble, AM, and Board;
- Oversees the financial management of the organization in conjunction with the treasurer and contracted bookkeepers;
- Handles day-to-day banking deposits and payments, financial data entry, and reconciliation of *musica printima*;

### Marketing

- Publicly communicates the value of the artistic product to the audience for the purpose of selling and promoting *musica intima*;
- Creates season imagery and marketing plans OR sources and liaises with a contracted graphic designer;
- Crafts social media strategy on a seasonal and per-concert basis;
- Implements and monitors Social Media marketing, including creation of videos, graphics, and other digital content.

### Concert Production

- Responsible for all aspects of Concert Production, including negotiating and preparing venue rentals, implementing Front-of-House practices and recruiting

volunteers for concerts, managing audience relations and creating a welcoming atmosphere at concerts, and responsible for preparation and delivery of all materials required for all concerts.

- Obtains all insurance, licenses, and permissions for any performance, and completes any follow-up paperwork (including SOCAN reporting).

#### Artistic Operations

- Works with AM and ensemble in support of artistic planning, development, and programming;
- Books tours, performances, workshops, and other activities based on the AM and Ensemble's plans.

#### Human Resources:

- In consultation with the AM and ensemble, ensures that singers are contracted and paid appropriately;
- Guides the society through any HR matters in collaboration with the Board.

#### Core Competencies

##### Job Knowledge and Perspective

- Understands and actively supports the artistic mission and objectives of musica intima

##### Collaboration

- Establishes and maintains respectful, collaborative and effective working relationships with board, ensemble, other staff, and stakeholders.

##### Planning and Organization

- Determines daily, short term and long term priorities for Ensemble and Society.

##### Communication

- Demonstrates clear, concise and accurate verbal and written communication and comprehension;

##### Decision Making and Problem Solving

- Anticipates problems and seeks to creatively solve before they escalate.

##### Leadership

- Displays a positive attitude towards and influence on others;

#### How to Apply:

To apply, please email your cover letter and resume to [applicants@musicaintima.org](mailto:applicants@musicaintima.org). Applications will be reviewed as received.