



PO Box Paulik Park PO  
Richmond, BC V6Y 3V3

### **JOB POSTING: ADMINISTRATOR**

The Richmond Delta Youth Orchestra (RDYO) is seeking a part-time (15 hours per week) 10-month contract position beginning August 22, 2022 to June 30, 2023. The Administrator works closely with the Orchestra Manager, the Board of Directors, the musical staff, orchestra players, and player families. The Administrator is the point of contact for all orchestra members and is involved in managing weekly, ongoing parent communications, volunteer coordination, and registrations.

Duties and responsibilities include, but are not limited to:

- Attend **all** scheduled Saturday rehearsals, September to June; all audition and competition dates; and all scheduled concerts
- Provide administrative support to musical staff and players related to weekly rehearsals, auditions, and registrations. This includes:
  - Scheduling auditions
  - Registering participating musicians
  - Assisting the Orchestra Manager with scheduling concerts, booking venues, arranging publicity and advertising, producing and printing programs, distributing and tracking tickets for concerts
  - Arranging scholarship and Concerto Competition auditions
- Information and records management, including:
  - Database management and administration
- Parent communications, including:
  - Announcement of special events, auditions, registrations, rehearsal changes, support to update important information on the website;
  - create and send out weekly reminders to families.
- Recruiting, co-ordinating, and supervising volunteers.
  - Members of the Board of Directors and various committee chair holders work directly with their own volunteers. The Administrator knows the whole picture of which volunteers have assumed what tasks and can identify any missed responsibilities.

Qualifications:

- An interest in orchestral music and youth;
- Detail oriented with excellent organizational and communication skills;
- The ability to work efficiently in a self-scheduled and self-directed working environment;
- The ability to work in a collaborative and team-oriented environment;
- Basic knowledge of business account bookkeeping; and
- Computer literacy, including at minimum MS Word, Excel, and Google.
- Language(s): English, Must be fluent in Mandarin and/or Cantonese.

The salary for this contract position is for \$12,000 and runs from August 22nd, 2022 to June 30th, 2023. It is based on an average of 15 hours per week for 40 working weeks.

Interested applicants should email their resume and a cover letter to [president@rdyo.ca](mailto:president@rdyo.ca) by July 25, 2022. Those selected for interviews will be contacted shortly afterwards.