

Job Description: Orchestra Coordinator

In this newly expanded full-time position, reporting jointly to the Co-Leaders of RDYO, (the Operations Director & the Music Director), we are seeking an **Orchestra Coordinator** to be the first point of contact for all orchestra players, families, volunteers, venues, and musical staff and be in charge of coordinating all the communications, auditions, registrations, rehearsals, workshops, concerts, camp, and events.

The successful candidate will be a skilled communicator capable of working with a diverse community, have excellent organizational skills and demonstrated success in the administration and implementation of orchestral/large ensemble performances. They will bring strong collaborative skills for working in tandem with the co-leadership team and parent-led volunteers to contribute to growing and moving the charity forward both artistically and operationally.

Contract Type:

Fixed-term full-time contract, commencing August 15, 2023 to September 30, 2024, flexible, 35 hours per week, hybrid: remote and in-person, with occasional evening & weekend work is expected for rehearsals, events and meetings throughout the year. Some travel within Metro Vancouver will be required, including attending the Music Development Camp weekend. Four (4) weeks of paid vacation, plus paid office closure during the year-end holidays. *Opportunity for permanent full-time employment upon successful completion.*

Organization Summary:

The Richmond Delta Youth Orchestra is a professional orchestral preparation program for young musicians, providing instruction and performance opportunities in an ensemble setting. Founded in 1971, today, RDYO comprises eight divisions and enrolls over 200 young musicians from all over Metro Vancouver. For more information: rdyo.ca

Roles and Responsibilities:

- Coordinate regular communications with players, families, and parent volunteers
- Administer the audition and registration process and logistics
- Manage all matters related to rehearsals, scholarships, concerts, music camp, graduation, and special events
- Maintain and update instrument inventory
- Ensure that all player data and records are accurate and meeting privacy regulations

- In conjunction with the Music Director, design the season calendar
- Recruitment and management of all orchestra volunteers
- Assist in the implementation of the organization's health and safety policy
- Arrange the coordination and logistics to support guest artists, adjudicators, and clinicians
- Support the planning and implementation of the Annual General Meeting
- In conjunction with other staff, plan, execute and attend the annual Music Camp weekend
- Be an active member of the RDYO's Fund Development, Volunteer, Communications & Advocacy, and Music Programming Committees and support all fundraising activities
- Ensure information technology, software and Google shared drive organizational systems are efficient and up to date
- Create and coordinate all social media communications, marketing and concert materials
- Attend all staff meetings and take meeting minutes
- Running errands and providing logistical support for the orchestra programming and special events
- Support the RDYO bookkeeping and financial management with office purchasing, bank deposits, payment receipting; maintaining petty cash, and issuing donation tax receipts
- Represent RDYO at community events, meetings and presentations
- Encourage collaboration and supportive relationships with organizations and businesses with similar goals and objectives in Richmond and the musical arts sector
- Other duties as required

Education, Experience, and Abilities:

- Be personally connected to the vision and mission of RDYO
- Bachelor's degree in administration, music, education or equivalent
- Minimum of (3) three years work experience in event coordination, for supporting rehearsals, concerts, performing arts or entertainment productions.
- Strong computer proficiency, including G-Suite, Slack, Canva, website and social media management
- Excellent written and verbal communication, interpersonal and problem solving skills.
- Ability to work occasional evenings, weekends and to travel as required
- A team player; committed to working with and supporting others
- Excellent organizational, planning and time-management skills
- Strong financial record keeping and administrative skills
- Regularly looking for ways to improve and grow and open to feedback
- Possess a philosophy of collaboration that is rooted in mutual respect, open and

honest communication

- Proven track record to engage, lead, and motivate (parent) volunteers
- Attention to detail and ability to manage multiple projects
- Ability to be on one's feet for extended periods of time and able to lift up to 35lbs
- Hold a valid BC driver's license to support the physical relocation of supplies
- **The successful candidate will have to provide a clean Criminal Record check with Vulnerable Sector Screening*

Compensation: \$25/hour, 35 hours a week. Four (4) weeks of paid vacation, plus paid office closure during the year-end holidays.

Application Deadline: July 31, 2023

How to Apply: Please email your resume directly to hr@rdyo.ca with subject line "Orchestra Coordinator" including a cover letter telling us how our mission inspires you and what contributions you will make. NO PHONE CALLS PLEASE

****We value diversity, so even if you don't "tick all the boxes" but think you'd thrive in this role, we encourage you to apply.****

We thank all those who apply; however,

only those selected for an interview will be contacted.