



Calgary Men's Chorus Society

Email: contact@calgarymenschorus.org

Calgary Men's Chorus General Manager

The Calgary Men's Chorus Society is now accepting applications for the part-time contract position of General Manager.

Formed in 1994, the Calgary Men's Chorus Society achieves excellence in the performance of choral music, creates a nurturing musical and social environment, and garners the respect of the both the music community and the community at large. Since its formation, the Calgary Men's Chorus has sought to broaden its audience and establish its place in the Calgary arts community while at the same time remaining an important and visible component of Calgary's LGBTQ2S community.

The Calgary Men's Chorus is eagerly looking for an energetic, dynamic, creative, and compassionate individual to become the choir's General Manager.

For more information about the Calgary Men's Chorus, visit our website:
www.calgarymenschorus.org.

The responsibilities for this position shall generally include supporting the Board of Directors, individual Officers, or Committee chairs with various aspects of the work of the Chorus other than that directly related to singing/performing. This includes, but is not limited to carrying out the following tasks on the specific direction of the Board of Directors:

- booking and coordinating performance venues, stage décor, and stage management
- promotions/marketing
- ticket sales
- fundraising/sponsorships/advertising
- application for grants
- coordinating social events
- other event planning
- assisting the Treasurer with tracking expenditures, budgeting, etc.
- webpage/database management
- record keeping/maintenance/music librarian

- performing a variety of administrative tasks

The applicant should have the following personal characteristics:

- knowledge of non-profit organizations and/or the artistic community
- excellent organizational skills
- good communication skills
- creativity
- work effectively with volunteers

Members of the Calgary Men's Chorus Society are welcome to apply for this position, but it should be noted that any member hired as the General Manager is not eligible to serve on the Board of Directors of the Society. Although it is not a requirement for the position, there is a preference that the General Manager not be a singing member.

While the workload for the position will vary month to month, depending in part on the performance schedule of the Chorus, the expectation is that the position would require 20 to 25 hours per month. The General Manager would be expected to regularly report on hours worked. The hourly pay rate for the position is yet to be determined. This will be a term position for one year; however there may be the possibility of renewal in a longer term contract in the future.

Application Process:

All interested applicants should submit a statement of interest and resume (including three references) to:

General Manager Search, Calgary Men's Chorus: contact@calgarymenschorus.org

We thank all applicants in advance for their interest; however only those selected for an interview will be contacted.

Application Deadline: February 8, 2019