

Job Title: Managing Director

Location: Ottawa, ON

Contract: one-year with possibility of extension

About Us: Tone Cluster is a 50-voice auditioned mixed choir for Two-Spirit, Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, Asexual (2SLGBTQIA+) people, and is a prominent member of Ottawa's 2SLGBTQIA+ and arts communities. As an actively growing community we also recently started a second ensemble, All Voices, which is a non-auditioned group of approximately 30 singers.

The Choir's mandate is to create a queer-positive environment where singers can be themselves and work towards choral excellence, all while supporting those of varied sexual orientation, gender identity, relationship orientation, and their allies – particularly allies where there are intersections between the 2SLGBTQIA community and other equity-seeking groups.

Job Description: The role of the Managing Director is to manage Tone Cluster and All Voice's operations and communications as part of the leadership team with the Artistic Director and Board. Working mostly independently, the Managing Director has four main areas of work:

- Event production
- Marketing and communications
- General administration
- Bookkeeping/Finances

While the ideal candidate would have experience across all four, candidates who have significant skills in three of the areas are also encouraged to apply as Tone Cluster is looking to continue growing as an organization and may bring additional new staff on board soon.

Duties:

Artistic Administration and Events Production

- Books venues for rehearsals, concerts, annual retreat, workshops, auditions
- Manages relationships with current and potential venue and community partners
- Manages the recruitment and coordination of volunteers
- Oversees all concert logistics including Front of House
- Supports the planning of Tone Cluster's participation in festivals and other community events
- Ensures accessibility requirements are met
- Coordinates any specific requests from the Artistic Director

Marketing and Communications

- Manages all Tone Cluster email accounts and postal mail
- Manages internal communications including regular updates to choir members
- Manages external-facing communications including: website updates, newsletters and social media updates
- Creates graphics for posters, social media graphics, and ads
- Designs and formats concert programs
- Manages ticketing systems for concerts and events
- Under the direction of Board members and of the Sponsorship Coordinator, manages external communications with donors and sponsors

General Administration

- Oversees the day-to-day operations of the organization
- Attends Board meetings, and provides reports during these meetings on current activities and future planning
- Provides input and analysis to the Board on strategic planning needs and initiatives
- Provides support to Board members and committees as appropriate
- Attends the occasional choir rehearsal to build relationships with choir members
- Organizes and maintains TC files and records
- Provides support in the development of grant applications

Membership Management:

- Attends rehearsals to build ties with choir members
- Tracks membership fees
- Oversees membership recruitment and registration
- Maintains membership groups on Chorus Connection
- Supports the Artistic Director with the onboarding of new members

Bookkeeping and Financial Support:

- Maintains and balances multiple accounts using Quickbooks
- Maintains invoices and receipts
- Performs monthly account reconciliation
- Produces tax donation receipts
- Initiates e-transfer payments and maintains list of payees
- Keeps up-to-date on CRA requirements regarding non-profit status, charitable donations, and submits HST rebates and annual charity returns
- Monitors grant deadlines and seeks out funding opportunities

Experience and Qualifications:

Essential:

- Ability to work independently and comfortable with taking initiative
- Time management and organizational skills, with keen attention to detail
- Project management or event coordination
- Administrative duties, bookkeeping (Quickbooks), social media/content creation, volunteer management
- Commitment to the promotion of 2SLGBTQIA rights as well as other equity-seeking groups
- Excellent interpersonal and communication (both written and verbal) skills
- A strong work ethic, integrity, and the ability to be discreet with confidential information
- Proficiency in Google Workspace

Desirable:

- Experience with Canva, Adobe Creative, or other graphic design software
- Experience using Kit or other newsletter apps
- Bilingual (English and French)
- Experience working with a choir/community arts organisation
- Access to a car

Hours and location of work:

- Part-time - 20 hours per week is the average of the workload over the year. The actual workload of the Managing Director changes throughout the year (as high as 30 hours a week at the beginning of the season and during concert weeks) and as low as 5 hours per week in the summer.
- Work hours will mostly be flexible and remote. However there will be some fixed requirements including weekly meetings with the Artistic Director, attending some choir rehearsals, monthly online board meetings, in-person concerts, etc.

Salary: \$2,100 per month

Application: To apply for this position, please send your CV and cover letter explaining why you are the ideal candidate to toneclusterboard@gmail.com by **Friday, April 11th, 2025**.

We strongly encourage applications from the 2SLGBTQIA+ community, as well as Indigenous peoples, people of colour, people with disabilities, people from all gender and intersectional identities.