



Job Description

Vancouver Bach Family of Choirs is dedicated to fostering a community of passionate choral singers and sharing the beauty of choral music through performance. We are currently seeking an **Office and Systems Administrator** to join our team. This part-time, in-person position offers flexible working hours of up to 20 hours per week and a supportive and nurturing work environment. The selected individual will collaborate closely with our Executive Director and Operations Coordinator to manage day to day office needs as well as assisting with office based tasks including registration, database and choir uniforms.

Working Arrangements

The successful candidate will work up to 20 hours/week in consultation with the Executive Director. Office hours are flexible to fit the successful candidate's needs, but must take place sometime during business hours (M-F, 9am-5pm). Our office is located in Heritage Hall (3102 Main Street, Vancouver) and is fully accessible.

Key Responsibilities

- Oversee general office processes, including phones, mail, ordering of office supplies
- Day to day coordination of registration process, ensuring systems run smoothly, troubleshooting and supporting members with any issues
- Produce and maintain class/choir attendance lists
- Liaising with singers and families
- Collating and filing of music
- Organise invoices and receipts and liaise with bookkeeper
- Assist with social media, website updates, box office, ticketing, and grant materials, in consultation with the Executive Director and Marketing Manager.
- Coordinate uniforms for children's programs.

Qualifications

Technical Skills:

- Proficiency in Microsoft Office Suite and Google Apps.
- Familiarity with WordPress and CRM software is a plus.

Skills and Knowledge:

- Customer service oriented, positive demeanor and comfort speaking with a wide range of stakeholders over the phone and in person
- Comfort with technology and basic IT
- Some knowledge/interest in classical music, choral singing, or non-profit administration is an advantage.



To Apply

Please submit a cover letter and resume combined into a single document PDF titled, "First Name_Last Name_Admin" (ex. Gillian_Hunter-Gibbs_Admin) via e-mail to Gillian Hunter-Gibbs at gillian@vancouverbachchoir.com.

Deadline for applications is **Friday January 12th, 2024 at 12noon**. Interviews will be conducted in-person or via Zoom as needed with an anticipated start date as soon as feasible for the successful candidate.

Compensation

- \$20/hour plus vacation pay at 4%

About the Vancouver Bach Choir of Families

Now in its 93rd season, the Vancouver Bach Choir (VBC) provides high quality training and performances of traditional and new choral works for all communities of all ages. With ten choral ensembles, the VBC is the largest choral institution in Metro Vancouver and the only organization that provides choral singing and education to over 400 voices from preschoolers to senior citizens.

Diversity, Equity, and Inclusion

The Vancouver Bach Family of Choirs works and makes music on the unceded territories of the x^wməθk^wəyəm (Musqueam), Sḵwḵwú7mesh (Squamish) and Selílwitlh (Tsleil-Waututh) peoples.

We are committed in our daily practice to question our own processes and advance ideals of diversity, equity and inclusivity. That includes opening our hiring process to anyone who feels passionate about choral music and contributing to a rich and diverse musical scene in Vancouver. Please use the job description above as a reference point, but if you believe you have the aptitude and attitude to successfully add to our organization in this role regardless of meeting these guidelines exactly, we want to hear from you.