



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 **Operations Coordinator** to join our team. This 20 hours/week, part-time, hybrid in-person and remote-work, position offers flexible working hours, competitive compensation, health benefits, and annual paid vacation. The selected individual will collaborate closely with our Executive Director, managing daily choir operations, particularly for our Children's Choirs.

Working Arrangements

The successful candidate can choose to work a combination of in-person and remote hours as approved in consultation with the Executive Director, totalling 20 hours/week. Our office is located in Heritage Hall (3102 Main Street, Vancouver) and is fully accessible. On-site presence at rehearsals and concerts is required.

Key Responsibilities

- Coordinate rehearsal and concert schedules, including booking venues and liaising with the Executive Director and Music Directors.
- Collaborate with the Artistic Director and rehearsal assistants and librarians on music distribution.
- Produce weekly newsletters for children's choir members
- Coordinate audition inquiries and scheduling for children's choirs.
- Oversee attendance and manage volunteers and casual assistant staff for children's choirs.
- Regularly interact with parents, singers, and committee members.
- Assist with concert production and outreach events

Qualifications

Technical Skills:

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

Physical Requirements:

- Ability to lift up to 30lbs.
- Valid Class 5 Drivers License.
- Mobility between rehearsal sites and the central office.

Skills and Knowledge:

- Background in classical music, choral singing, or non-profit administration is an advantage.
- Strong problem-solving and communication skills, particularly with parents, staff and choir members.
- Cultural sensitivity and excellent written communication.
- Team player with a flair for creativity.
- Independent worker, available for evening and weekend performances.
- Must undergo a criminal record check upon job acceptance.



To Apply

Please submit a cover letter and resume combined into a single document PDF titled, "First Name_Last Name_Operations" (ex. Gillian_Hunter-Gibbs_Operations) 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

- \$45-50K per annum, pro-rata, dependent on experience
- Health benefits
- 2 weeks annual paid vacation (FTE)
- Holiday closure mirroring the winter school break

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), Sk̓w̓x̓w̓ú7mesh (Squamish) and Sel̓íl̓w̓it̓ul̓h (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.