



# Program Manager

Job Posting: October 26, 2021

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## Application Deadline:

10 a.m., November 2, 2021

## Region:

Metro Toronto Area with most activities taking place in the Yonge and Eglinton neighbourhood

**Organizational field:** Children's music education and performance

## Position Focus:

Membership Services, Music Preparation, Volunteer Coordination, Event Planning and Administration

## Career Level:

Intermediate - Arts Administration

## About the CCOC

The Canadian Children's Opera Company empowers young voices from diverse communities and abilities by providing transformative music education and professional performance opportunities. We aim to be the leader in children's music education and performance that connects and inspires through artistic storytelling while building a community of confident, resilient, empathetic young people.

## About the Role

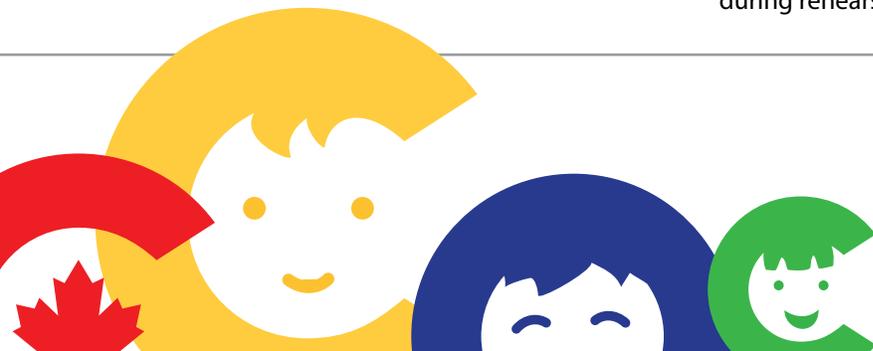
Like many non-profit arts organizations, the pandemic year challenged the CCOC in many ways, but it did not shut us down. We are active with in-person rehearsals, planning concerts and participating in performances, all while re-visioning, finding our way to the "new normal," and designing a bright and exciting future. To help us get there, we are looking for a motivated, organized, communicative, and problem-solving Program Manager to support our artistic team, rehearsal and performance activities, and choristers and their families. Reporting to the Executive Director, the Program Manager role bridges the artistic and administrative aspects of our operations and is integral to maintaining the high quality of the CCOC's programs.

We are looking for someone with exceptionally strong organizational skills to manage weekly rehearsals on Monday and Thursday evenings for up to 100 choristers ages 3 to 17, across 6 choirs, and oversee "backstage" aspects of performances, with the ability to communicate effectively and clearly both verbally and in writing, with artistic staff and current membership. The ideal candidate must enjoy working with young people and families, and cultivating relationships, with the goal of building a community amongst choristers, their caregivers, and CCOC artistic and admin staff. The Program Manager is responsible for ordering, distributing, and cataloging repertoire and understanding the nuances of collaboration in an artistic setting, necessitating that the ideal candidate can read music and has some experience working in theatre or the arts.

The Program Manager is the friendly face choristers, families, and volunteers see at rehearsals on a weekly basis, the collaborator between key stakeholders for projects and performances, the solution-focused manager of rehearsals and events, and the voice behind all communications with current members.

## Responsibilities

- onsite CCOC contact at rehearsals;
- managing and coordinating set up of rehearsal spaces with venue staff;
- managing sign in and sign out, and supporting artistic staff and choristers during rehearsals;





CANADIAN CHILDREN'S  
OPERA COMPANY

— ESTABLISHED 1968 —

### To Apply:

Please submit your cover letter and resume to

[katherine@canadianchildrensopera.com](mailto:katherine@canadianchildrensopera.com).

We are committed to equity in hiring and we welcome and encourage people from communities of colour, Indigenous, LGBTQ2S, disabled, and other equity-seeking communities to apply.

The CCOC thanks all applicants for their interest; however, only those selected for an interview will be contacted.

The CCOC is committed to providing accommodations for people with disabilities in all parts of the hiring process. If you require an accommodation, please let us know and we will work with you to meet your needs.

### Responsibilities continued...

- coordinating and managing rehearsal and performance volunteers;
- writing and distributing weekly memos to choristers & families;
- preparing rehearsal materials for all choirs;
- overseeing music library, ordering music, and music distribution to choristers;
- maintaining records of repertoire choices for licensing requirements and grant reporting;
- liaising between artistic team, choristers and families and ED for CCOC and non-CCOC produced events;
- creating and maintaining the CCOC handbook;
- coordinating and communicating with parent volunteers;
- preparing communications and managing year-end assessments;
- updating membership information in CCOC database (Civi);
- occasionally childminding at rehearsals and/or performances produced by partner organizations;
- organizing chorister retreats and/or camps.

### Hours and Compensation

The role is a part-time position, 20 hours a week, with evening and weekend work required. The salary is \$20,000/year.

### More about the CCOC

The Canadian Children's Opera Company occupies a unique position as the only permanent children's opera company in Canada, and one of only a handful in the world. We commission, produce, record and tour new operas and choral music, with children as the principal performers. We regularly collaborate with other leading arts organizations, including acting as the children's chorus for the Canadian Opera Company. Spread across six chorus divisions plus a community engagement program (Opera Kids Online), hundreds of children and youth ages 4 and up receive unparalleled performance opportunities and life skills along with age-appropriate vocal & dramatic training annually.

The Junior Division consists of four choirs, taught by different conductors (note: grade ranges are approximate but overlaps often occur): Butterfly Chorus (JK to SK), Ruby Chorus (Grades 1 to 2), Apprentice Chorus (Grades 2 to 4), and Intermediate Chorus (Grades 4 to 7). After the Intermediate Chorus, children become members of the CCOC's main performing chorus, the Principal Chorus, conducted by our Music Director. After "graduating" from the Principal Chorus, young people can join the Youth Chorus (Grades 10 and up, or changed voices).

