



**Myriad Ensemble**  
invites applications for the position of

## **Administrator**

Myriad is a growing choral organization with over 50 singers, paid staff, donors, patrons and an ever growing audience base. The heart of our vision is community and artistic innovation - principles that continue to guide our purpose today.

### **Position**

Myriad Ensemble is hiring an Administrator to join our small but mighty operations team. Reporting to the Artistic Director, and working collaboratively with Myriad's artistic team and Board of Directors, the Administrator provides administrative and logistical support for Myriad's operations in areas including but not limited to programs, resources, communications, memberships, grant research, and fund development, and office administration. This is a work-from-home, contract position; however, being based in the Halton / Hamilton region is preferred. Some evening and/or weekend hours will occasionally be required for meetings and events.

### **Responsibilities**

- Organize Myriad Ensemble records (i.e. – payments, chorister registrations, etc)
- Use computers in a Windows environment (word processing/spreadsheets) as well as have strong data entry, filing and mailing skills. Familiarity with cloud-based software/applications and Wix website platform an asset.
- Research new grants and funding applications
- Implement and maintain a grants database (i.e. due dates, application requirements)
- Prepare preliminary draft for grant applications
- Assist the Artistic Director with booking venues for rehearsals, events, fundraisers, and concerts as needed
- Assist the Board of Directors and representative committee members to execute press releases, advertising, calendar listings, brochures/postcards, eblasts, public service announcements, and other communications as needed
- Assist in the execution of Myriad concerts, events, and fundraisers
- Assist the Artistic Director and Development Chair in building a comprehensive donor collection and retention program, including maintaining sponsorship documents
- Attend Myriad board meetings as required, with written reports submitted to the Artistic Director bi-monthly.

The ideal candidate will have strong interpersonal skills as there is frequent communication with volunteers, singers, and the community. Communication is primarily via email, telephone, and in-person on a regular basis with other staff or contract workers of Myriad. This will include answering questions, disseminating information, and addressing complaints. The ideal Administrator will have excellent communication skills, be detail oriented, have strong office and organizational skills and be comfortable with working with deadlines. They will also work well with others in a self-directed capacity.



## Requirements

The successful candidate will:

- Have a valid driver's license and access to a vehicle;
- Have a home office, computer (and high-speed internet) and phone;
- Be able to work flexible hours.

This is a 12-month contract position for approximately 10 hours per week, subject to renewal.

- *Experience in education, non-profits and/or arts administration is preferred, but not necessary.*
- *Experience with grant applications highly preferred.*
- *Familiarity with and interest in choral music is an asset.*

## Remuneration

\$18hr, approximately 10 hours a week. Out of province or travel engagements are negotiated separately.

## Application

Qualified applicants must submit a letter of interest and resume. References may be requested.

### **Applications should be submitted to**

Alyson King, Board Chair  
chair@myriadensemble.com

We thank all Applicants, however, only those selected for the interview will be contacted.

Deadline for applications is **7pm on Friday October 4, 2023.**

Please note that if a suitable candidate is found, applications may close early.