



Administrator PEI Symphony Orchestra

The PEI Symphony Orchestra is currently seeking an Administrator.

The Organization

Incorporated in 1968, the PEI Symphony Orchestra contributes to the artistic life and community in PEI by providing a series of four or five concerts every year featuring live, high quality symphonic music, and employing 60 to 75 musicians for each concert. The executive leadership for the PEISO is provided by a ten member volunteer Board of Directors that is responsible for establishing and achieving the strategic goals of the organization, and ultimately for marketing and business management decisions.

Duties of the PEISO Administrator

Reporting to the PEISO Board through the President, the PEISO Administrator is responsible for managing the day to day clerical operations of the organization, and supporting the work of the Board. This is a part-time contract role requiring approximately 2 or 3 days per week. Some weekend and evening work is required for concert weekends, and for monthly Board meetings.

Specific duties include:

- Negotiating with venues for rehearsals and concerts
- Negotiating with guest artists and/or their agents
- Arranging publicity and advertising
- Recording attendance at rehearsals and concerts and ensuring musicians and guest performers receive accurate and timely remuneration
- Preparing correspondence to subscribers, sponsors, funders and government agencies
- Preparing grant applications
- Managing correspondence and inquiries directed to the PEISO
- Liaising with other artistic organizations in PEI and Atlantic Canada
- Maintaining the financial information system and associated accounting records, managing accounts payable and receivable, and preparing monthly cash flow statements and financial summaries for the Board
- Attending and providing monthly written reports for monthly PEISO Board meetings
- Preparing the annual report
- Assistance with fundraising activities as required

The PEISO Administrator liaises regularly with the President of the Board of Directors, the Music Director, Personnel Manager, and others; and works closely with the Treasurer in managing cash flows and preparing an annual budget to be approved by the Board of Directors. The role is primarily clerical and not have the authority to enter into contracts or hire staff on behalf of the PEISO. The President of the PEISO Board of Directors is the official media contact and spokesperson for the organization.

Qualifications

Graduation from a post secondary institution with a minimum of three to five years experience in an administrative or office management position is the minimum requirement for this position. The incumbent must have experience with managing and monitoring a budget; recording financial transactions; preparing financial reports, and working in an environment with limited direction. The successful candidate will have experience with standard Internet and office software, and experience with Simply Accounting or Quickbooks would be beneficial.

Excellent interpersonal, organizational and time management skills are required for this position, and experience in non-profit sector, in the arts, and experience working with a Board of Directors are also assets.

How to apply

Please send your cover letter and résumé electronically to admin@peisymphony.com. Applications should be either of the following formats: Adobe PDF (preferred), or MS Word .DOC or .DOCX. Please do not place either your cover letter or résumé in the body of the message.

The PEISO thanks all who express an interest in this position but only those selected for an interview will be contacted.

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