



JOB POSTING: ADMINISTRATOR

The Richmond Delta Youth Orchestra (RDYO) is seeking a part-time (15 hours per week) Administrator for an approximate 10-month contract position beginning in September, 2019 with training in July or August. The Administrator works closely with the Orchestra Manager, Board of Directors, the musical staff, orchestra players, and player families. The Administrator is the point of contact in all orchestra members and is involved in managing regular parent communications, volunteer coordination, and registrations.

Duties and responsibilities include, but are not limited to:

- Attend all scheduled Saturday rehearsals, September to June, and all scheduled concerts
 - staff meetings and outreach opportunities.
- Provide administrative support to musical staff and players related to auditions, registrations, and rehearsals. This includes:
 - scheduling auditions
 - registering participating musicians
 - assisting the Orchestra Manager with scheduling concerts, booking venues, arranging publicity and advertising, producing written programs, and printing, distributing, and tracking tickets for each concert
 - arranging scholarship auditions and the RDYO's Concerto Competition, including finding and hiring adjudicators, provide administrative support to musical staff and players, including:
- Information and records management, including:
 - Database management and administration
- Parent communications, including:
 - Announcement of special events, audition registrations, rehearsal changes, etc.
 - Working knowledge of social media tools such as Twitter, Facebook & Instagram
- Recruiting, co-ordinating, and supervising volunteers;
 - Members of the Board of Directors and various committee chair holders work directly with their own volunteers. The Administrator knows the whole picture of which volunteers have assumed what tasks and can identify any missed responsibilities.

This contract position is currently part-time at 15 hours per week but requires scheduling flexibility around the various crunch points: registrations, auditions, concerts, and workshop

Qualifications:

- An interest in orchestral music and youth;
- Excellent organizational and communications skills;
- The ability to work in a self-scheduled and self-directed working environment;
- The ability to work in a collaborative and team-oriented environment;
- Basic knowledge of business account bookkeeping; and
- Computer literacy, including at minimum MS Word, Excel, and Google;
- Familiarity with Wordpress an asset.

The 10-month (September to June) 15 hours a week, part-time contract is for approximately \$11,500 with an additional \$175 for 10 hours of training/season preparation in July or August. Interested applicants should email their resume and a cover letter to admin@rdyo.ca by July 15, 2019. Those selected for interviews will be contacted shortly afterwards. Interviews will take place after July 20, 2019.