

# General Manager – British Columbia Girls Choir

**The British Columbia Girls Choir (BCGC)** is an award-winning choral organization dedicated to empowering young voices through world-class music education and unforgettable performances. We provide an enriching experience that fosters teamwork, discipline, and musical excellence while inspiring singers and audiences alike.

We are seeking a **General Manager (GM)** to join our team and lead the administrative and operational aspects of the choir. This role is perfect for a proactive, detail-oriented individual. Experience in arts and business administration and event planning are an asset. If you want to work with, and make a real impact on, young musicians' lives, we'd love to hear from you!

## Position Overview

- **Job Title:** General Manager
- **Reports To:** Board of Directors (BoD)
- **Collaborates With:** Artistic Director (AD) and Administrative Assistant (AA)
- **Hours:** 25-35 hours per week (varies by month)
- **Term:** August 1, 2025 – July 31, 2026 (renewable by mutual agreement)
- **Compensation:** \$35,000 annually + additional honorariums for specific projects/events
- **Location:** Hybrid (remote work; Coquitlam - rehearsals; Metro Vancouver - concerts/events)

## Key Responsibilities - in collaboration with the BoD and staff

### Administrative & Financial Leadership

- Assist with bookkeeping, budgeting, and financial reporting.
- Oversee the registration process.
- Lead the annual grant application processes.
- Serve as a signing authority for the BCGC bank account.

### Program Management - Rehearsals, Concerts, Camps, Events

- Secure concert, audition, and rehearsal venues.
- Manage weekly rehearsal onsite setup, volunteers, and parent communication.
- Manage annual rehearsal camp venue needs, schedule, dietary and medical needs, transportation, and volunteers.
- Plan and manage the annual five-week Education Outreach Program.
- Coordinate BCGC performance logistics, stage setup, equipment needs, and volunteers.
- Participate in invitational event logistics and volunteer management.

### Communications & Stakeholder Engagement

- Work closely with girls in grades one to 12 and their families, ensuring a positive and engaging experience for everyone involved.
- Maintain positive, collaborative relationships with all stakeholders, fostering a welcoming environment.
- Be the primary liaison between the Board, staff, parents, venues, and vendors.
- Manage weekly communication updates for choir members, families, and Board.
- Address parent inquiries and concerns with care, confidentiality, professionalism.
- Assist the Development Committee with funding strategies and tracking contributions.

## Inventory & Merchandise Management

- Oversee ordering, sales, and distribution of performance wear and BCGC merchandise.
- Manage inventory and maintain relationships with suppliers.

## Additional Tasks

- AGM preparations including announcements, reports, attendance, file the annual report.
- Criminal Record Checks (including vulnerable sector check) for all staff and volunteers.
- Maintain BCGC's website in collaboration with the Artistic Director.
- Attend staff and Board meetings (in person or virtually) as required.

## Skills, Qualifications & Requirements

- Passion for choral music or arts programming.
- Experience in arts, business administration and event planning.
- Experience working with youth in grades one to 12 and their families is highly valued.
- Strong written and verbal communication skills.
- Excellent organizational and time management abilities.
- Experience with budgeting and financial reporting.
- Experience with QuickBooks, Mailchimp, registration systems etc., is beneficial
- Ability to work independently as well as with a team, virtually or on sight.
- Experience in funding strategizing and grant writing is an asset.

## Other Requirements

- Availability for Saturday rehearsals (with some flexibility).
- Evening, weekday and weekend availability for concerts and events.
- A reliable vehicle and valid driver's license for attending offsite events and transporting equipment.
- Ability to pass a Criminal Record check including a Vulnerable Sector Check.

## What We Offer

- Annual contract fee of \$35,000 plus honorariums for specific projects and events.
- A flexible hybrid work environment.
- The opportunity to be part of a prestigious and inspiring arts organization.
- A supportive and passionate team dedicated to providing excellent choral education.

## How to Apply

If you're an organized and enthusiastic individual with a passion for arts management, we'd love to hear from you! **To apply, send your resume and cover letter to [bccapplications@gmail.com](mailto:bccapplications@gmail.com) by April 30, 2025.**