

Employment Opportunity: GYS Assistant Choir Coordinator

Guelph Youth Singers (GYS) is an award winning choir with a vision to support the well-being of youth through inclusive, fun, and high-quality musical training and performance experiences. Our mission is to create an inclusive and supportive musical environment where youth in our community can learn, build confidence, and share in something bigger than themselves. We are currently seeking an energetic individual, age 15 to 30, to fill our Canada Summer Jobs (CSJ) position and to work with staff and volunteers as the **GYS Assistant Choir Coordinator**.

Do you have a passion for music and youth initiatives? Do you have a strong working knowledge of digital and social media platforms, experience with online marketing, excellent organizational skills, and proficiency with Microsoft Office?

The tasks and responsibilities for the summer student will be quite varied and will likely include assisting in all the following ways:

- help implement new marketing and promotional strategies
- edit and post testimonial videos from choristers, volunteers, and donors on our website
- update and improve website and social media outreach
- organize and arrange photos and testimonials for our 30th anniversary celebration
- continue to develop our donor/fundraising database
- office cleanup and organization
- assist with preparations and running of Musical Theatre Summer Camp
- file music and documents from last season and integrate records from multiple computers
- scan documents for digital storage
- stamp and number new music and enter into spreadsheet and database
- organize music for next fall and prepare music bags for choristers
- organize uniforms, rehearsal supplies, and music files

Strong organizational and computer skills are required, including proficiency with Microsoft Office suite. The successful candidate will have the ability to work independently and to seek assistance/clarification when required. Experience with social media platforms, including Facebook, Instagram, and Twitter, is also required. Experience with website and graphic design software, video editing, and online video conferencing platforms is an asset. Some administrative and/or customer service work experience is also an asset.

The position is expected to begin May 24. The hourly rate is \$14.25. The position is funded by Canada Summer Jobs and youth aged 15 – 30 are eligible to apply. The hours will total 280 but the hours/week and end date will be determined. Due to COVID-19, the position will be performed remotely until restrictions ease. We hope some time can be spent working in the Guelph Youth Singers office as well, located at the Guelph Youth Music Centre, 75 Cardigan St.

Please submit your resume with cover letter by email only no later than **Sunday, May 9, 2021**. Please use **“GYS Assistant Choir Coordinator Application”** as your subject line.

Send applications to:

Heather Fleming, Choir Coordinator

admin@guelphyouthsingers.com

Guelph Youth Singers invites applications from all qualified individuals. We strive to be inclusive of BIPOC, LGBTQ2S+, newcomer, youth, low-income, d/Deaf people, and people with disabilities in all our employment practices. If you face any barriers to applying, please contact Heather at admin@guelphyouthsingers.com or 519-830-4310.