

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, high-quality musical training, and performance experiences. Our mission is to create a welcoming 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, aged 15-30, 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 on-line marketing, excellent organizational skills, and proficiency with Microsoft Office?

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

- leading Front of House efforts at our Spring Concert in June
- assisting the Choir Coordinator and Artistic Staff with the set-up and running of our two-week summer Music Theatre Camps
- helping to implement marketing and promotional strategies
- updating and improving social media outreach
- helping to continue to develop our donor/fundraising database
- office clean-up and organization
- filing music and documents from last season and integrating records from multiple computers
- scanning documents for digital storage

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. Some administrative and/or customer service work experience is also an asset.

The position is expected to begin June 6. The hourly rate is \$16. The position is funded by Canada Summer Jobs and youth aged 15-30 are eligible to apply. The hours will total 280 with a starting date of June 6 and end date of August 19. Some weeks will be part-time hours, while other weeks will be much busier. Work will be divided between our office at the Guelph Youth Music Centre, located at 75 Cardigan Street, on-line, and at other locations throughout the city.

Please submit your resume with cover letter by email only, no later than May 20. 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