

GUELPH YOUTH MUSIC CENTRE Program & Outreach Manager

Start Date: April 14, 2025

Contract Position: One Year Maternity Leave

Hours: Part-Time (24 hours per week)

Description

The Guelph Youth Music Centre (GYMC) is a unique facility that educates, enriches, and fosters the development of youth and community through music and the arts. The GYMC operates the Guelph School of Music as well as hosts a variety of programs, including the GYMC String Orchestras, Kids Chorus, as well as ukulele, music theory, and electronic music classes. It is also the home of the Suzuki String School of Guelph, Guelph Youth Singers, The Acting Centre and many other arts and culture organizations offering programs to the Guelph and Wellington community.

The GYMC is looking for a dynamic, energetic, creative, and motivated individual to join our team as the Program & Outreach Manager for a one year maternity leave contract. This position will be responsible for overseeing our current programs, as well as working collaboratively with the Executive Director, staff, partners, and other key stakeholders to grow and diversify our programs. This position will help to further engrain the GYMC as a vital community asset within the city of Guelph.

This is a part-time position and would be well suited for a working musician or someone looking for something to complement their own artistic practice.

Key Responsibilities

- Collaborate with the Executive Director on the strategic direction of GYMC programs, including the Guelph School of Music, GYMC programs, special events, summer camps, and education and outreach activities.
- Collaborate with the Executive Director, GYMC staff, contractors, and community partners to develop new programs and activities.
- Contribute to evolving programs to enhance student experience and enable faculty effectiveness.
- Execute day-to-day coordination of GYMC programs including resourcing, logistics, and delivery of programs and events.
- Cultivate a strong working relationship with faculty to optimize contribution, effectiveness, and engagement. Support faculty development initiatives.
- Communicate regularly with faculty and external partners to plan, review, troubleshoot, and ensure that programming aligns with the GYMC mandate and goals.
- Leadership point of contact for programs, students, and parents.
- Liaise with other arts, education, and social services agencies to support existing collaborative programs and assess the potential for new partnerships.
- Work with Guelph School of Music staff to evaluate current programming and ensure students are receiving a quality education.



- Collaborates with the Executive Director and Office Manager in hiring, training, and oversight of program staff, contractors, and volunteers.
- Upholds all required policies and adheres toGYMC values and code of conduct.
- Contribute to the management and execution of special events and partner projects including Knights Fest and theGYMC Youth Concert Series.
- Contribute to, and execute promotions and marketing related to programming and special events.
- PromotesGYMC programs in the community through community events.
- Prepare documentation and reports as required.
- Enhance student experience and manage student concerns.
- Collaborate withGYMC Facilities Manager to reserve rooms and space related toGYMC programming.

Skills and Experience

- Minimum 4 years working in a similar context, ideally including responsibility for managing programs and people.
- A university degree in the arts, business, or related area is preferred.
- A background in music or education is an asset but not mandatory.
- Experience working with volunteers and a commitment to volunteer engagement.
- Strong management skills with a strong commitment to realizing goals.
- Strong organizational, planning, and interpersonal skills.
- Community-minded.
- Self-motivated, creative, and accountable.
- Collaborative team player.
- Software experience: Google Suite, Excel, Facebook, Instagram, Constant Contact, Canva, Wordpress, etc.
- Ability to work in various locations and attend events.
- Ability to work daytime hours with some flexibility for evenings and weekends from time to time.
- A vulnerable sector check is required.
- Languages: Fluent in English (written and spoken)

Compensation

- \$30,000 - \$36,000 annually
- 24 hours per week with flexible working hours
- Hybrid work arrangements available based on activity needs

Applications

- Those interested in applying should submit a resume and a brief cover letter by March 31, 2025 to info@gymc.ca
- Please include the position title in the subject line of your email.
- Applications must be submitted as a PDF file.
- Interviews will be held on an on-going basis.

TheGYMC is committed to equal opportunities and diversity. We provide equal employment opportunities for all applicants and employees and do not discriminate on the basis of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status, ability, or any other characteristic protected by law.

We particularly encourage applications from black, indigenous, people of colour, people with disabilities, members of the LGBTQ2+ community, and those with varied areas of expertise and lived experiences. We welcome and encourage applications from people with disabilities.

Accommodations are available on request for candidates taking part in all aspects of the selection process. To make a request please email info@gymc.ca or call 519-837-1119