



GUELPH YOUTH MUSIC CENTRE

Program & Outreach Manager

Start Date: September 2023

Job Type: 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, and Music for Children with Disabilities. The GYMC also rents out the facility to community organizations and is home to the Suzuki Strings School of Guelph, The Acting Centre, and The Guelph Concert Band, to name a few.

The GYMC is looking for a dynamic, energetic, creative, and motivated individual to join our team as the Program & Outreach Manager. 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 reengage with local schools to realize and deliver new music and arts education experiences to students throughout Guelph and Wellington Community, and 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, and education and outreach activities.
- Collaborate with the Executive Director, GYMC staff, contractors, and community partners to develop new programs and education and outreach 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.
- Develop and maintain relationships with UGDSB teachers and faculty to deliver education and outreach programs.
- 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 to GYMC values and code of conduct.
- Contribute to the management and execution of special events and partner projects.
- Contribute to, and execute promotions and marketing related to programming.
- Promotes GYMC programs in the community through community events.
- Prepare documentation and reports as required.



- Enhance student experience and manage student concerns.
- Collaborate withGYMC Facilities Manager and Office Coordinator 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.
- Working knowledge of Ontario school curriculum is an asset but not required.
- 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, CRM, 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 & spoken).

Compensation

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

Applications

- Those interested in applying should submit a resume and a brief cover letter by August 30, 2023, to info@gymc.ca
- Please include the position title in the subject line of your email.
- Applications must be submitted as a PDF file.

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.