

## Job Posting: General Manager

The Stratford Symphony Orchestra seeks a highly motivated, highly organized person with a passion for live orchestra performance to be its General Manager.

### Reporting Structure

The general manager will report directly to the Board of Directors, actively participate on the standing committees, and work closely with the principal conductor and musical director. Supporting part-time staff include an Office manager, Personnel manager, Volunteer manager, Librarian, and Stage manager.

### Tasks

- Review financial statements, sales or activity reports, or other performance data to measure goal achievement or to identify areas or programs needing cost reduction.
- Direct administrative activities directly related to fundraising, grant writing/reporting, marketing and general operations.
- Liaise with venues, artists and operations in planning and producing the season.
- Coordinate and manage part-time staff
- Broaden community relations that will lead to growth and continued success for the SSO.
- Developing the infrastructure that will continue the SSO into a sustainable future.
- Ensure the mandates and goals of the SSO are being met.

### Experience Requirements

#### Education

A post secondary education degree and/or strong arts administration experience.

#### Related Experience

A considerable amount of work-related skill, knowledge, or experience is expected. For example, experience in: managing a budget, marketing, fundraising and grant writing.

#### Self Motivated and Deadline Driven

As a small nonprofit, having a general manager that is comfortable working alone, developing programs, and who pays close attention to details is important.

### How to Apply

If you have the qualifications to fill this position and feel you could make a meaningful contribution to the Stratford Symphony Orchestra, please apply by submitting your cover letter and resume in a single pdf to [info@stratfordsymphonyorchestra.ca](mailto:info@stratfordsymphonyorchestra.ca)