



Volunteer Coordinator

The Elora Festival presents world-class vocal/choral and chamber music each July in the vibrant and artistic village of Elora. Led by Artistic Director Mark Vuorinen, the Festival attracts about 7,000 people annually (in a normal pre-pandemic year) and has The Elora Singers at its core, complemented by established and emerging Canadian and international artists.

The Festival is known for offering both traditional and innovative programming, covering classical, international, Indigenous, interdisciplinary, popular and children's music genres. The Festival has adapted to captivate audiences, despite the limitations imposed by the pandemic, by pivoting to a virtual format in 2020 and 2021. We are looking forward to the return to an in-person Festival in the summer of 2022. Festival outreach activities include free concerts, masterclasses, pre-concert chats, meet and greets, children's camps, and a new week-long vocal academy for emerging artists.

The Elora Singers present a regular concert series in the Fall and Winter months, which includes special projects, like CD recordings, touring and outreach activities.

For more information about our organizations, visit elorafestival.com and elorasingers.ca

The **Volunteer Coordinator** reports to the Executive Director and is responsible for the recruitment and training of approximately 150 volunteers for both the Elora Festival and The Elora Singers seasons; screening and recruitment of billets for the Elora Festival; scheduling and assigning projects to volunteers; training and liaising with the Hospitality Coordinator during the Elora Festival; maintaining volunteer records; and planning and executing volunteer recruitment and appreciation events.

Terms of Contract: \$15,000 / year, paid monthly, average hours in fall / winter / spring seasons 5 – 10 hrs / week, 20 hrs/week in May and June, and 40 hrs/week in June and July. Candidates must be available to work evenings and weekends during the Festival and The Elora Singers' concert season and must have a valid driver's license and vehicle. All contract and permanent employees, volunteers and artists employed by the Elora Festival and The Elora Singers are required to be fully vaccinated.

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Responsibilities include:

- Coordinating volunteer recruitment and volunteer appreciation events
- Interviewing and recruitment of new volunteers
- Management of all volunteers and maintaining a comprehensive volunteer database
- Coordinating training for all new and returning volunteers
- Determining volunteer assignments at concert venues and for other events and projects (ie fundraisers, office help, receptions, etc)
- Liaison with concert house managers
- Liaison with Hospitality Coordinator (Elora Festival) with regards to billeting and catering during Festival
- Liaison (together with Executive Director) with community partners and venues to ensure good ongoing relationships
- Booking St John's Ambulance volunteers for concert venues

A background in classical / choral music and/or arts management and working for not-for-profit organizations would be an asset.

Required Skills:

- A professional and respectful approach to all manner of work and towards colleagues and patrons
- Excellent oral and written communication skills
- Attention to detail, ability to multi-task in a fast-paced team environment, in addition to working independently, and professional demeanor
- Strong administrative and project management skills and experience
- Experience working with Microsoft Office and CRM software.

Health and Safety Practices in the Workplace: Our Health and Safety Officer will orient all Elora Festival staff during a detailed office and venue tour, including first aid kit locations, fire extinguishers, fire exits and local emergency contact information. St John's Ambulance attend both Elora Festival and The Elora Singers concerts to offer medical assistance. The Volunteer Coordinator will not undertake any work that they feel unsafe doing. All staff are required to take AODA and WHIMS training, and Dementia Friendly training through the Waterloo-Wellington Alzheimer's Society. The Volunteer Coordinator will also receive an orientation to the Elora Festival's Harassment and Safe Work Environment policies.

Work Environment: The Elora Festival is committed to ensuring that every employee has a safe work environment free of discriminatory practices, violence and harassment. Employees are provided with a copy of the organization's Code of Conduct as part of the on-boarding process. In addition, the organization has contracted with Clearview Strategic Partners Inc. to provide employees with a safe, ethical and independent reporting process should a need arise.

To apply, send your résumé (max. 2 pages) and cover letter to Laura Adlers, Executive Director, at laura.adlers@elorasingers.ca . Deadline to apply: April 11, 2022.

Persons with disabilities who need accommodation in the application process or those needing job postings in an alternative format may e-mail a request to Laura Adlers at contact information above.

We thank all applicants for showing an interest in this position. Only those selected for an interview will be contacted.