



Job Posting – General Manager Edmonton Youth Orchestra Association

Formed in 1952, the Edmonton Youth Orchestra Association supports two nationally renowned symphony orchestras: The Intermediate Youth Orchestra and The Senior Youth Orchestra. The Edmonton Youth Orchestra (EYO) serves approximately 150 young musicians (11 – 24 years of age) each season, providing the highest possible standard of orchestral training and experiences through rehearsals and concerts. Typically, the Edmonton Youth Orchestra performs three joint concerts a year, in November, March and May, though additional performances can often be programmed for both orchestras. Rehearsals take place on Wednesday evenings and Saturday mornings at the Fine Arts Building on the University of Alberta campus. Main concerts are at the Francis Winspear Centre for Music. For more information, please visit www.edmontonyouthorchestra.com.

The Edmonton Youth Orchestra (EYO) is hiring for the position of **General Manager**. This position will devote their full time and best efforts to the business and mission of the EYO, performing executive, administrative, financial, and supervisory duties as defined in the General Manager Job Description and exercise such powers as specified by the Board of Directors.

As an employee of the Edmonton Youth Orchestra Association the General Manager reports to the Board of Directors and works closely with the Music Director/Conductor, Assistant Conductor, and the Board, as well as the orchestra players and their families, volunteers, donors, alumni, and funders. The General Manager oversees all day-to-day activities involved in the running of the Edmonton Youth Orchestra and is actively involved in the Orchestra's advancement and development activities. The General Manager works an average of 37.5 hours per week August to June.

GENERAL MANAGER - DUTIES AND RESPONSIBILITIES:

- Attends Wednesday evening and Saturday morning rehearsals (September to May), including concerts and special events held on the weekends
- Provides day-to-day financial management support:
 - Develop and maintain systems and internal controls to ensure the accuracy, transparency, and integrity of financial operations
 - Oversee all aspects of financial administration, including general ledger entries, bill payments and cash management, accounts receivable, accounts payable, payroll, GST, and related compliance filings and financial statements

- Prepare monthly and year end financial reports and presentations to the Board and members; Co-ordinate the AGM and related deliverables
- Coordinate the annual membership dues and volunteer bond processes, including invoicing, monitoring balances and receipts
- Coordinate the annual scholarship award processes with the Music Director and external third parties
- Monitor investments, ensuring appropriate allocation and renewals of GIC portfolio in accordance with Board direction
- Prepare and manage the annual operating budget, including analysis, forecasting, and variance tracking
- Coordinate and manage the annual audit and tax related processes, including preparation of working papers and tax slips in collaboration with the Finance Committee and our external auditors
- Maintain and monitor relationships with external banking institutions and financial service partners
- Provides administrative and event management support:
 - Arranging and attending Board meetings (Monday evenings once per month - September through June)
 - Recruiting and managing the parent/player volunteer base of support
 - First point of contact for donors and alumni relationships and communications
 - Scheduling auditions and concerts in conjunction with the Music Director
 - Booking concert venues, arranging publicity and related advertising, producing written programs, posters, and brochures
 - Plans and executes special events (e.g., Out-of-town concerts, retreats, workshops, donor and alumni events)
 - Ensures that necessary music is available at rehearsals (rental/purchase/downloads) in conjunction with the Music Director and our volunteer music librarians
 - Arranging for online/print tickets with distribution and tracking of tickets for each concert
 - Ordering, tracking, and distributing other merchandise as required (music folders, hoodies, CDs, orchestra recordings, etc.)
- Provide communications support:
 - Manages all marketing, public relations, promotions, and advertising
 - Correspondence with members, parents, donors, alumni and other stakeholders
 - Arrange for printing and circulation of concert promotional posters, brochures, and booklets
 - Ensuring accuracy and timeliness of website and social media updates (in conjunction with designated 3rd party vendors and volunteers)
- Grants and sponsorship support:
 - Completion of various annual grant applications/reports
 - Completion and compliance with annual AGLC and casino reporting requirements
 - Researching new sources of external funding and partnerships with donors, alumni, parents and other organizations

QUALIFICATIONS:

- Administrative management experience, in particular with non-profit arts organizations, is a definite asset including Grant writing skills
- An interest in orchestral music and youth mentorship
- Excellent organizational, communication and interpersonal skills

- Self-motivation and ability to work independently as well as collaboratively, in a Board-oriented environment
- Computer literacy, including at minimum: MS365, cloud storage systems, website and social media platforms, QuickBooks Online

REMUNERATION:

\$35,000-45,000/year, depending on experience and qualifications. Approximately 37.5 hours per week focused over a 44 week season.

APPLICATION PROCESS:

Please submit a cover letter, resume, and a list of 2-3 references to current EYO General Manager, Heather Dolman at info@edmontonyouthorchestra.com with "EYO General Manager Position" in the subject line.

Please note that only select candidates will be contacted for interviews.

Application deadline: June 30, 2026, interviews to take place July 2026