



Job Opportunity

Project Manager – Podium 2020 National Choral Conference & Festival

Application deadline: February 15, 2019

Start date: March 2019

Contract: \$30,000 - \$35,000 based on experience

Location: Montréal, Québec

Term: 16-month contract

PODIUM 2020 National Choral Conference and Festival is currently seeking a **Project Manager**. Reporting to the senior staff of the co-hosting organizations, Choral Canada and Alliance chorale du Québec, the Podium Project Manager plays a key role in the planning and delivery of Podium 2020. Areas of work include:

- correspondence with all Podium participants
- logistics management
- marketing and publicity
- facilitating and guiding the work of Podium committees
- coordinating of guest choirs and presenters
- management of delegate registration and concert ticket sales
- community engagement
- complete and accurate record keeping
- assessment and evaluation

The successful applicant will have a passion for choral music and the arts, and will be a strong team player with a positive attitude. Other job requirements include:

- strong project management skills and experience
- strong organizational skills
- excellent verbal and written communication skills (both English and French)
- exceptional computer skills, including proficiency with Microsoft Office and GoogleDrive (experience with Adobe Creative Suite and/or other graphic design softwares an asset)
- strong leadership skills
- the ability to prioritize tasks, multitask, and budget time appropriately

The Project Manager will work from the Alliance chorale du Québec's office in Montreal and will be expected to attend all Podium Planning Committee and Working Group meetings and to be on site for

the duration of and days leading up to the Podium Conference and Festival (14-17 May 2020 in Montreal).

How to apply

Choral Canada is an equal opportunity employer. We are committed to the principles of equity and diversity in employment. All qualified persons are encouraged to apply. Only those selected for an interview will be contacted.

Please submit via email:

- 1) curriculum vitae;
- 2) three letters of reference; and
- 3) a one-page letter of application outlining your interest in, and qualifications for, this position

Send all the above to Meghan Hila, Executive Director, Choral Canada (info@choralcanada.org) and Charles Decroix, Executive Director, Alliance chorale du Québec (dg@chorales.ca). Application deadline is February 24, 2019. Job begins March 2019.

PODIUM is Choral Canada's biennial choral conference and festival. It is co-hosted with a different provincial choral organization for each iteration. In 2020, the event will include more than 1,500 delegates, performers, presenters, and marketplace exhibitors. The conference offers plenary sessions, master classes, and networking and community building functions; the festival includes an average of 15 festival concerts as well as other community and pop-up concerts around the city.

For further information about Choral Canada, please visit our website at www.choralcanada.org. For further information about PODIUM 2020, please visit our website at www.podium2020.ca.