



Position Opening - General Director (part-time)

Take your career to a high note! The Saskatoon Opera Association (SOA) is seeking a dynamic, professional leader who will bring creativity, structure, and vibrancy to our programming. Reporting to the Board of Directors, and liaising with the President, you will manage the administrative, financial, communication and fund development work for the SOA. You will lead the planning, coordination and execution of artistic programming, offerings, and community programming.

Broadly, your responsibilities include:

- artistic, project, and event management, such as conceiving, planning and delivering our programming, including full-length Mainstage opera productions and occasional concerts, recitals and community programming throughout the year.
- You will recruit, contract and oversee the artists and work with the Production Manager, Stage Manager and other contracted staff to plan and manage events.
- You'll also engage the public, sharing your passion for opera and classical music with Saskatoon, and area.
- You'll ensure the organization's administration is taken care of, including communication and overseeing staff and volunteers. You will also lead our financial planning and management, including budgeting, processing transactions, and maintaining accounts. A multi-talented individual, you'll cover communications and marketing and take charge of fundraising for the SOA.

Are you our star candidate? If so, you have 5+ years experience working in performing arts, administration, a demonstrated ability to build relationships with community stakeholders, funding agencies, business partners and donors, and experience with financial planning and management, record keeping and organization. A full position profile is available upon request.

Compensation for the General Director will start at \$14,000 per year and will be reviewed annually.

Saskatoon Opera Association is an equal opportunity employer. People of colour, Indigenous people, women, persons with disabilities, and 2SLGBTQIA+ folx are highly encouraged to apply. It maintains a policy of non-discrimination with respect to employees and applicants for employment. No aspect of employment will be influenced in any matter by race, colour, religion, sex, age, national origin, marital or parental status, ethnicity, religion, sexual orientation, gender identity and/or expression, physical disability, medical condition, perceived physical disability, veteran status, or any other basis prohibited by statute.

To apply: Submit your resume and letter of interest to the contact below no later than Friday, June 11. We anticipate that the successful candidate will begin their contract late this summer.

Contact: Jamie Bell, President
jamieharbell@gmail.com