



P.O. Box 87011, R.P.O. Bank Gilmore
Ottawa, Ontario K2P 2P1
info@tonecluster.ca | www.tonecluster.ca

Job Title: Operations Manager

Location: Ottawa, ON

Contract: One-year with possibility of extension

About Us:

Tone Cluster is a choral organization for Two-Spirit, Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, Asexual (2SLGBTQIA+) people and allies, and is a vibrant part of Ottawa's 2SLGBTQIA+ and arts communities. The organization currently consists of two mixed-voice ensembles that welcome singers of all gender identities and voice types.

Tone Cluster - quite a queer choir is the organization's flagship ensemble: a 50-voice auditioned choir known for artistic excellence and innovative performances. *Queer Cadence* is a non-auditioned ensemble focused on community and joyful music-making, with participation varying by term but most recently welcoming nearly 70 singers. Both choirs celebrate queer joy and expression, foster belonging, and provide access to inclusive, 2SLGBTQIA+ centered arts participation.

Job Description:

The Operations Manager supports the successful delivery of the choir's artistic and organizational activities through strong administrative leadership. Reporting to the Executive Director, the Operations Manager oversees day-to-day and financial administration, event production, membership management, and marketing and communications.

Duties:

General and Financial Administration

- Oversee the day-to-day operations of the organization, including inbox management
- Maintain physical and digital files and records
- Monitor P.O. box and storage unit
- Pay invoices and reimbursements via e-transfer and cheque
- Work with the bookkeeper to categorize transactions
- Produce tax donation receipts
- Assist in developing grant applications and other funding sources

Event Production

- Book venues and equipment for rehearsals, concerts, retreats, workshops, and auditions
- Manage the Front of House, including volunteer recruitment and coordination
- Set up and manage online ticket sales
- Manage the logistics of festivals and other community events
- Ensure the organization's accessibility standards are met

Membership Management:

- Manage registration for new and returning members
- Track membership fees
- Support the choir members with the use of the online membership platform
- Support the Artistic Director and Conductors with the onboarding of new members

Marketing and Communications

- Manage external-facing communications including website updates, newsletters and social media content
- Work with a graphic designer to create posters and ads
- Format concert programs
- Produce press releases and maintain media contact list

Experience and Qualifications:

Essential:

- Time management and organizational skills, with keen attention to detail
- Experience in project management or event coordination, including volunteer management
- Commitment to the promotion of 2SLGBTQIA+ rights, as well as other equity-seeking groups
- Excellent interpersonal and communication skills (both written and verbal)
- A strong work ethic, integrity, and the ability to be discreet with confidential information
- Proficiency in Google Workspace
- Proficiency in Meta social media platforms

Desirable:

- Experience in Quickbooks
- Experience with Canva, Adobe Creative, or other graphic design software
- Bilingual (English and French)
- Experience working with a choir/community arts organization
- Access to a car

Compensation and Hours:

This is a part-time position averaging 20 hours per week. Compensation is \$26 per hour.

Work hours will mostly be flexible and remote. However there will be some fixed requirements including weekly meetings with the Executive Director, some Monday night choir rehearsals, in-person concerts, etc.

Application:

To apply for this position, please send your CV and cover letter explaining why you are the ideal candidate to toneclusterboard@gmail.com by **Friday June 5th**.

We strongly encourage applications from the 2SLGBTQIA+ community, as well as Indigenous peoples, people of colour, people with disabilities, people from all gender and intersectional identities.