

## Position Posting

**Organization:** Ottawa Symphony Orchestra

**Application Deadline:** January 13, 2011

**Website:** [www.ottawasymphony.com](http://www.ottawasymphony.com)

**Position:** General Manager

**Term:** Full-time

**Location:** Ottawa

**Salary:** To be discussed

**Start Date:** As soon as possible

### **Job Description**

Reporting to the Board of Directors, the General Manager is responsible for the overall operations and day-to-day management of the OSO in achievement of the orchestra's mission. This includes budgeting, financial planning, fundraising, project management, preparing grant applications and liaising with government agencies and foundations, and the hiring and supervising of part-time staff. The General Manager ensures that policies of the Board are implemented and supports the Music Director with the pursuit of artistic activities.

The General Manager reports directly to the Board and liaises with the Chair and Music Director on a regular basis.

### **Requirements**

The OSO is looking for an individual with a strong background in fundraising, planning and management skills, able to set strategy, provide direction and work with an active board, volunteers, and full and part-time staff.

The ideal candidate will be a committed arts manager with experience in the not for profit cultural sector.

Strong organizational, interpersonal and verbal communication skills will be beneficial in dealing with diverse individuals including musicians, subscribers, donors, sponsors and board members. Strong writing skills and experience in preparing grant applications.

Ability to communicate in both official languages is desirable.

### **Additional Information**

The OSO is a 90-member community-based professional orchestra presenting a 5-concert series annually in the National Arts Centre, as well as contract engagements and a school concerts program.

Please send a resume and cover letter by January 13, 2012 to:

Hiring Committee  
Ottawa Symphony Orchestra  
2 Daly Avenue  
Suite 250  
Ottawa, ON  
K1N 6E2

Fax: 613-231-3610

Email: [gm@ottawasymphony.com](mailto:gm@ottawasymphony.com)