

Assistant to the Managing Director Job Description – August 2024

The Assistant to the Managing Director reports directly to the Managing Director and is responsible for providing administrative support to the Managing Director; handling overall office management; maintaining IT systems; coordinating rental agreements; supporting development programming; and organizing and preserving the company's files. The Assistant serves as a conduit of information for the public regarding Orpheus productions and programs, and for general inquiries about the company. The Assistant aids the Managing Director in achieving the mission and financial objectives established by the Board of Directors.

Goals & Objectives

1. to assist the Managing Director in successfully achieving the goals and objectives of the Orpheus' strategic plan.
2. to provide administrative support to the Managing Director.
3. to organize the office of Orpheus, including membership, volunteer, and contact databases, so that it functions effectively and efficiently for all who use it.
4. to negotiate and oversee rentals of Orpheus House and its inventory in a manner that maximizes revenue and minimizes the amount of work involved in meeting the needs of the rentals.
5. to assist the Managing Director with special projects and events, including fundraising activities, appreciation events, development programming, summer camps.
6. to conduct research for the Managing Director as assigned.
7. to act as Project Leader on special projects as assigned.
8. to support Orpheus production and committee volunteers in the acquisition of supplies and services as required.

Duties & Responsibilities – under the general direction of the Managing Director

- Provides administrative support and assistance to the Managing Director.
- Acts as office manager for Orpheus including responsibility for inventory, ordering of office supplies, and arranging for maintenance and replacement of office equipment.
- Serves as primary receptionist for Orpheus.
- Distributes mail, email, and phone messages appropriately.
- Conducts mass mailings to members, volunteers, and donors as assigned.
- Manages the facility space allocation and maintains on-line space allocation/event calendar.
- Responsible for meeting with, disseminating information about, and coordinating needs of rental groups and special events in consultation with the Managing Director and Production Schedules, and supervises volunteers assisting in any of these administrative functions.
- Liaises with Orpheus suppliers regarding service levels, contract renewals related to productions and our facility as assigned.
- Secures performance rights contracts.

- Ensures that all required items such as rehearsal software, orchestra books, keyboard patches are acquired and returned.
- Supports logistical planning for Member, Volunteer, and Donor appreciation events.
- Assists with fundraising activities.
- Assists with marketing and outreach initiatives, such as mailings and social media, as assigned.
- Oversees records, databases, memberships, and volunteer lists.
- Maintains Orpheus' Member365 account - membership, volunteer, and contact database - ensuring it remains up to date.
- Maintains auditions register in collaboration with Production Assistants.
- Conveys to Production Managers the membership status for cast and production teams.

Skills & Qualifications

- Education/Experience
 - post-secondary degree, diploma or certificate (or equivalent combination of education and experience) in arts administration and/or theatre management or a related field
 - 1 year experience in arts administration in a theatre or a similar arts or volunteer organization
- Basic knowledge of the administrative requirements of an arts organization
- Intermediate to advanced proficiency with office productivity software, including Microsoft Office365 – OneDrive, SharePoint, Teams, Excel, Word
- Lively, engaging and dynamic personality, with superior communication and interpersonal skills.
- A “self-starter” with demonstrated time management and project management skills.
- Ability to adapt and remain flexible with changing needs and priorities of the live theatre industry and volunteer organizations.
- Ability to work effectively and collaboratively in a fast-paced, collaborative environment.

Assets

- Experience with marketing platforms: graphic design, video, social media, email marketing is considered an asset.
- Experience with website maintenance and construction – Wix, Wordpress – is considered an asset.
- Experience in setting up and checking inventory is considered an asset.
- Experience in primary, secondary, and tertiary research is considered an asset.

Term: Part time; Continuous. Immediate Start.

- This position is based in person and on site at Orpheus Musical Theatre, 17 Fairmont Avenue, Ottawa, ON K1Y 1X4.
- Up to 25 hours/week; some hours may be performed remotely.
- Salary range of \$27,000 - \$32,000 commensurate with experience.
- Due to the nature of volunteer organizations and the live theatre industry, some evening and weekend work will be required.

Submission Instructions

Please submit a Cover Letter and CV in a single PDF document **no later than Friday, September 20, 2024 at 5:00pm** to

J.T. Morris
Managing Director
Orpheus Musical Theatre
17 Fairmont Avenue, Ottawa, ON K1Y 1X4
Email: jt@orpheusmusicaltheatre.ca

Only those selected for an interview will be contacted.

Inclusive Hiring Statement

Orpheus Musical Theatre is committed to fostering an inclusive, equitable, and accessible selection process and work environment. We encourage applications from qualified individuals who reflect the diverse talents and backgrounds of the communities we serve. We strongly invite individuals from equity-seeking communities and those with intersecting identities to apply. Throughout the hiring process, Orpheus will actively provide accessibility accommodations and is dedicated to creating a workplace free from discrimination and harassment. Please inform us of any accommodations you may need to facilitate your application.