



2023-04-03

Job Description: Operations Manager, The Aeolian

Campuses: Performance and Main Operations: Aeolian Hall, 795 Dundas St., London, ON

Education: First-St. Andrew's Church, 350 Queens Ave.

THE MISSION

Spreading Music. Changing Lives.

Aeolian Hall believes that the arts can enlighten, inspire, and transform. We believe in universal access to music, art, culture, education, and community. We believe that volunteerism is the highest form of giving back to community.

We present excellence in performance and create revolutionary arts programs to build better communities. To do this, we are brave, rebellious, justice seeking and innovative.

THE VISION

Music everywhere, everyone.

In our future world everyone has the highest value for music, art, culture, education, and community. The Aeolian becomes a leader inspiring people to connect to their creative abilities.

The Role:

This position will report to The Aeolian Board of Directors and co-lead with The Artistic Director. The role of the Operations Manager will be to support the Artistic Director by managing day-to-day activities of The Aeolian Hall Musical Arts Association.

Duties will include:

- Human Resources management including volunteers and staff.
- Staff Management including training, support, and performance.
- Management of day-to-day operation including workflow and facilities
- Supporting Fund development and Donor Relations
- Supporting Strategic Planning, development, and action plan
- Assist with building community partnerships and increased awareness.
- Help strengthen board engagement and development.



Skills and Background Required:

Knowledge/Education:

- Completion of a university degree in Business or Operations. Courses in Financial Management and HR Management will be assets.
- Arts background including music and arts education is an asset.

Skills:

- Financial management skills (1.5 million budget)
- Computer literate including Microsoft Office: Word, Excel, Power Point
- Website management
- Excellent writing skills
- Great customer service skills
- Excellent communication skills including public speaking.
- Social Media management
- Marketing background

Experience:

- At least 5 years' experience managing non-profit/charitable organizations
- Human Resources management
- Fund Development/Fundraising
- Social Media management

Personal Characteristics:

- A visionary leader who is committed to the principles of Diversity, Equity and Inclusion and ensuring equitable services to clients who may be vulnerable and marginalized.

Requirements:

- Police check; vulnerable persons screening
- Policies: confidentiality, youth policy and other staff policies
- Training: Smart Serve, WHIMIS, Safe Food Handling and First Aid Training
- Fully Vaccinated including Covid-19



Accountability

- Aeolian Board of Directors
- Artistic Director

Terms of Employment:

- Full time position
- Standard three-month probationary period
- Normal source deductions and WSIB contributions apply.
- Public Holidays as per the ESA requirements.
- Health Benefits are included after three months probationary period of continuous employment.
- ***Flexible hours and days are required*** for this position, which will include some weekends and evenings.

Please note:

- A detailed Role and Responsibilities document will be provided to those candidates selected for an interview.
- The Salary Range will be shared during the initial video screening interview.
- The Aeolian is committed to equitable employment practices including:
 - Providing a barrier-free work environment in concert with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code.
 - Making accommodations available to candidates with disabilities upon request during the recruitment process.

For more information, please consult our web site: www.aeolianhall.ca

To apply:

- Please submit your cover letter and resume (in a single PDF document) by 5.00 pm on Friday, April 28, 2023, to:
 - Clark Bryan: clark@aeolianhall.ca
- All applications will be acknowledged.