



Job Description: General Manager, The Aeolian

**Campuses: Aeolian Hall, 795 Dundas St., London, Ontario
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.

The role of the General Manager will be to support the Artistic Director in managing day-to-day activities of The Aeolian Hall Musical Arts Association. It will help the Aeolian achieve its expanding vision.

Duties will include:

- Fund development
- Strengthen and develop Donor Relations
- Strategic Planning, development, and action plan
- Human Resources management including volunteers and staff
- Assist with building community partnerships and increased awareness
- Help strengthen board engagement and development.
- Staff Management including training, support and performance appraisals.



- Management of day-to-day operation including workflow and facilities

Skills and Background Required

- Experience with non-profit/charitable organizations
- Experience with HR management
- Experience with donor relations
- Fundraising background
- Financial management skills
- Computer literate including Microsoft Office: Word, Excel, Power Point
- Website management
- Social Media management
- Marketing background
- Excellent writing skills
- Great customer service skills
- Excellent communication skills including public speaking.

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

Accountability

- Aeolian Board of Directors
- Collaboration with Artistic Director

Terms of Employment:

- Full time position
- First Year Salary: \$65,000
- Standard three-month probationary period
- Normal source deductions and WSIB contributions apply.
- Statutory Holidays are also provided as per the CRA 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.