



**ONTARIO**  
PHILHARMONIC  
MARCO PARISOTTO - MUSIC DIRECTOR

www.ontariophil.ca

Box 444 | Oshawa, ON | L1H 7L5  
Tel 905.579.6711  
executive@ontariophil.ca

### Ontario Philharmonic (OP)

OP is a notable player in the classical music landscape in the Greater Toronto Area/Durham Region and comprises players who are among the finest professional musicians in the GTA. OP is led by one of Canada's most distinguished conductors, internationally renowned, Marco Parisotto. During OP's 61-year history it has evolved into one of the most exciting and respected orchestras in Ontario and Canada. OP performs mainly in Toronto's Koerner Hall (TELUS Centre for Performance and Learning) and Durham Region's UOIT Regent Theatre.

*...Marco Parisotto could take on the world... I heard Parisotto lead this ensemble [Ontario Philharmonic] last Saturday at Koerner Hall. To say I was surprised is putting it mildly. Everything about Parisotto's exacting and fluid style on the podium suggested a major international talent.*

MONTREAL GAZETTE

### Job Description – Executive Assistant – Oshawa, ON

#### Title

Executive Assistant (EA), Contract (22.5 hours wkly)

#### Reports To

Executive Director (ED)

#### Start Date

June 18, 2018

### General Responsibilities

Preamble: The Executive Assistant (EA) is the first point of contact for many and varied enquiries. The EA provides administrative support to the executive director (ED) and music director (MD). The EA is the right hand of the ED on budget, finance, fundraising, grants, marketing and day-to-day operational matters as directed by the ED and reporting to the ED.

### Duties Detailed

- To maintain and manage computer files and hard copy files, directories and SUMAC Donor Management System
- Administration and implementation support on fund development campaigns including individual donors, government grants, foundations, and other institutional and corporate sectors.
- To provide secretarial services for board matters, preparation of board agendas, minutes and supporting documents necessary to running the day-to-day governance matters
- To liaise with the ED and auditor in preparation of all bookkeeping matters, including banking activities typical of an office, managing accounts payable, receivable, cheque writing, payroll, monthly bank reconciliations, charitable tax receipts, HST remittance, and all year-end activities/responsibilities
- Prepare monthly report for management meetings demonstrating income/expenses targets
- Social Media: manage concert announcements on event calendars across Durham Region and Toronto, blog, FB, twitter, Instagram, Pinterest and such social media platforms as directed, Constant Contact for OP promotions of concerts, special events and fundraising events as per request and in partnership with ED and MD, ongoing maintenance of mailing lists

Executive Director, Laura Vaillancourt

[laura@ontariophil.ca](mailto:laura@ontariophil.ca) [www.ontariophil.ca](http://www.ontariophil.ca)

Registered Charitable Organization #11907-0845-RR0001



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- Further development of policies/procedures as assigned, review guiding documents annually as directed
- Ensure that personnel, participant and donor data, is secure
- Work with the ED executing strategic priorities in relation to revenue growth
- To manage subscription orders in partnership with Regent Theatre box office staff
- Reply to phone/electronic enquiries and forward any matters to appropriate individuals on a daily (workday) basis – ongoing and in a timely manner
- Assist ED developing a subscriber list c/w phone/email/history for board phone campaign
- Provide administrative assistance for all fundraising campaigns as assigned by ED
- Prepare and deliver concert ‘Welcome Desk’ kit for concert nights
- Attend concerts (6 or 7 throughout season) staffing welcome table duties and oversee merchandise sales – coordinate volunteer staff for concerts
- Pick up, prepare and send correspondence
- Nominate volunteers to ED
- Some additional hours may be required in peak periods
- Other duties as may be assigned by the ED

### General Employment Terms

#### PERSONAL CONSIDERATIONS

You must see yourself in the following ways:

- Superior level of enthusiasm, energy/stamina and creativity that is appropriately harnessed and applied to an effective and productive end, consistently on all projects
- Ability to effectively prioritize and execute tasks
- Capacity to work effectively with little to no supervision
- Strong constitution enabling you to thrive under pressure in a changing environment
- Excellent interpersonal skills, collegial, and a team player
- Impeccable written and oral communication skills
- Ability to recognize, evaluate and create or implement solutions to myriad of matters/issues

#### QUALIFICATIONS

- Fundraising, Social Media, Grant Writing and Office Administration experience
- 3 years Experience in the Arts & Culture Sector necessary with Canadian charities
- Post-secondary admin education and/or relevant experience with an arts and culture charity

#### COMPENSATION

- Commensurate with experience

**Important Instructions:** Please apply in writing by email to: [executive@ontariophil.ca](mailto:executive@ontariophil.ca) by 5pm June 8th, 2018. The subject line must read: EA position commencing June 18th, 2018. Requirement: Your cover letter and resume **MUST** be saved as **one (1) combined pdf** to qualify. More than one attachment to your application **will disqualify** your application.