

Pacific Opera Victoria is seeking an Executive Associate with a minimum of 5 years' experience in arts and/or not-for-profit administration. You will provide comprehensive Executive and Board support, and be responsible for the management of the government grants portfolio.

Reporting to the CEO and participating as a key member of the senior management team, the Executive Associate will be a capable project manager, and serve as an enthusiastic collaborator with a high-performance team of staff and board. The successful candidate will have demonstrated proficiency with strategic written communications.

Responsibilities –

Executive Administration

- Prepare executive correspondence and other written materials
- Coordinate executive meetings, conferences, schedules, invitations and travel
- Edit written materials, and review records and forms for accuracy and completeness
- Perform advanced document processing, including reports, spreadsheets, forms and letters
- Provide project management support for executive initiatives

Grants Management

- Manage a portfolio of government grants in collaboration with the CEO
- Ensure timely submission of all government grant applications, reports and supporting materials
- Collaborate on the writing and development of high-quality applications for government funding
- Support government advocacy initiatives and strategic communications with elected officials
- Stay informed about government funding opportunities and programs

Board Liaison

- Act as the communications liaison for the Board of Directors
- Coordinate Board and committee meetings, schedules, and invitations
- Prepare Board and committee agendas, orientation and information packages
- Attend Board and committee meetings to record minutes and follow up on action items
- Oversee compliance with Bylaws, Board policies and the BC Societies Act

Competencies

The successful candidate will be a highly collaborative team player, resourceful, professional, confident and courteous working with staff and board. You will demonstrate positive interpersonal skills, be self-motivated, with excellent planning, organizing and time management skills. The successful candidate will be a strong writer and editor, with a good understanding of not-for-profit governance and organizational practices. The ideal candidate will have familiarity with the arts, and a demonstrated interest in music. You will be an enthusiastic individual with a proven track record of success.

Qualifications

The successful candidate will hold a University degree, and a minimum 5 years relevant experience in arts and/or not-for-profit administration. S/he will have strong written and oral communication, excellent organizational skills and attention to detail. The successful candidate will be a proficient user of MS Office suite and use of virtual meeting platforms. A familiarity with CRM systems an asset.

Compensation

Salary range: \$60,000 to \$70,000 per annum, contingent on experience, plus benefits and RRSP. The position requires some work on evenings and weekends. Start date is January 4, 2021, negotiable. Relocation assistance is available.

About

Pacific Opera Victoria is one of the most influential professional opera companies in Canada. Its inspired repertoire comprises original productions of classic favourites and lesser known works, as well as new commissions, co-productions, and collaborations with other companies and arts organizations across the country. From its home in the Baumann Centre, Pacific Opera Victoria creates significant career opportunities for creative and performing artists and curates opera in surprising ways – enticing newcomers and captivating loyal opera-goers.

Pacific Opera Victoria identifies Equity, Diversity, Inclusion and Reconciliation among its Core Values and encourages applications from candidates of diverse backgrounds.

Please send cover letter and resume by Monday December 7 to:

Ian Rye, CEO
Pacific Opera Victoria
925 Balmoral Road
Victoria, BC, V8T 1A7

Or by email to:

ian@pacificopera.ca

Applications will be reviewed as received.