



ST. MICHAEL'S CHOIR SCHOOL

66 BOND ST., TORONTO, CANADA M5B 1X2

Telephone (416) 393-5518

Employment Opportunity

OFFICE ADMINISTRATOR

Choral Institute of St. Michael's Choir School

66 Bond Street - Toronto, ON M5B1X2

Full time (35 hours per week)

Overview:

Founded in 1937, located in downtown Toronto, **St. Michael's Choir School** is a centre for musical and academic excellence. In partnership with the Toronto Catholic District School Board, and with a current enrollment of 250 boys, the choirs of SMCS tour and perform regularly, including weekly Mass duties at the Cathedral Basilica. **The Choral Institute of the School is seeking a full time Office Administrator** as part of our collaborative music team. Reporting to the Operations Manager, the successful candidate must be self-motivated and detail oriented to provide administrative support to all music staff and programs.

Responsibilities:

- Collaborate with music and choral staff to produce choral and cantor bulletins, recital and concert programs, and other related choral documentation.
- Procure and Order choral and music supplies.
- Responsible for maintaining the School's music calendar including room and instrument bookings.
- Assist the Business Manager with data input for accounting, recruiting and admissions support.
- Assist with the scheduling and operations of the Choral events.
- Act as a first line of greeting to the community, via phone and email interactions.
- Responsible for ordering office supplies, catering, and other music related goods and services.
- Assist the Operations Manager in organizing events and meetings.
- Assist the Operations Manager with campaign mailings and day to day facilities support.
- Other duties, as required.

Three symbols are one. At the centre of the Choir School's academic effort to make the universe (circle) intelligible to growing minds, is an experience of music (treble clef) for the praise of God in Jesus Christ (Chi Rho cross).

General Requirements:

- 2-3 years of related administrative and event planning experience.
- Post-secondary degree or diploma.
- Strong organization and multi-tasking skills, attention to detail and ability to prioritize workload.
- Proficiency in Microsoft Office (Word, Excel, Outlook) is required. Proficiency in Black-Baud software is an asset.
- Ability to work individually and as part of a team.
- Strong interpersonal skills, ability to encourage long-term professional relationships and an ability to communicate with clarity and precision.
- Excellent planning, organizational and communication skills.
- An understanding of the Catholic Church, its tenets and culture, and respect for its leadership and music.
- Occasionally required to lift office boxes up to 50 lbs.
- A criminal background check will be required of the successful applicant.

Those wishing to be considered should submit their resume and cover letter in MS Word or PDF format noting position number **202401** to: povolo@smcs.on.ca. The start date is flexible and the position will remain open until it is filled. We thank all applicants, however, only those selected for an interview will be contacted.

In compliance with the Accessibility for Ontarians with Disabilities Act (AODA), the Choral Institute of St. Michael's Choir School provides reasonable accommodations to individuals with disabilities. If contacted for an interview, applicants should make any accommodation needs known at that time.