

Program Manager Job Posting

About Us:

The Saskatchewan Choral Federation (SCF) promotes choral music across the province through inspiration, education, and connection. Our programs include the Saskatchewan Youth Choir, ChorFest, summer music, and workshops. We also partner with music and community organizations to enrich Saskatchewan's choral landscape.

Job Opportunity:

SCF seeks a passionate and organized Program Manager to join our team. This role is perfect for someone with a love for choral music, program development, and leadership. Working closely with the Executive Director, the position offers the potential for succession plan training.

Key Responsibilities:

The Program Manager plays a key role in the planning and delivery of SCF programs, including:

- **Program Planning and Delivery:**
 - Lead the planning and delivery of existing programs, including the Saskatchewan Youth Choir, ChorFest Saskatchewan, summer music camps and workshops
 - Assist in the development and implementation of innovative new programming initiatives for diverse communities and informal singing experiences.
 - Coordinate and manage guest presenters, instructors, and artists involved in SCF programs and events.
 - Collaborate with other music organizations and partners within the province to enhance program offerings and outreach.
- **Volunteer Coordination:**
 - Assisting with recruitment, training, and management of volunteers is essential to the successful delivery of SCF programs.
 - Foster a positive and inclusive environment for volunteers to contribute meaningfully.
- **Assessment and Evaluation:**
 - Regularly assess and evaluate program effectiveness, collecting and maintaining accurate program data.
 - Gather and analyze feedback from participants, volunteers, and stakeholders to continuously improve program delivery.
- **Marketing and Communications:**
 - Contribute to the promotion of SCF programs through various channels, including social media, newsletters and community outreach.
- **Budget Collaboration:**
 - Work closely with the Executive Director on program budgeting, ensuring programs are delivered within financial parameters.

What You Bring to the Team:

- **Collaboration:**
 - Working effectively with leaders, program participants, and community partners to achieve shared goals.

- **Event Planning:**
 - Ability to organize and execute events and programs with attention to detail.
- **Communication:**
 - Strong oral and written communication skills, including proficiency in social media and digital marketing.
- **Multitasking and Adaptability:**
 - Ability to manage multiple projects and deadlines and adapt to changing priorities.
- **Advocacy:**
 - Enthusiasm for advocating for the SCF and its programs, inspiring others to join in our mission.

Skills and Experiences:

- Experience in program management, event planning, arts administration, or a related field.
- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Strong organizational skills and attention to detail.
- Experience working with diverse communities, volunteers and community organizations is desirable.
- Familiarity with budgeting and financial management is a plus.
- A strong interest in choral music and group singing.
- Strong knowledge of social media and Office 365.

What We Need:

- The position is located in Regina. There is some flexibility to do some work from home depending on programming events and activities.
- Some SCF programs take place on weekday evenings and weekends so you will be needed on-site to deliver those programs.
- We require you to have a valid driver's license.
- You will need to provide us with a clear criminal record check.

What We Offer:

- Hours: 30 hours per week, Monday to Friday with the potential to increase to 35 hours per week at the start of 2026. This is a permanent position.
- Remote work flexibility dependent on programming events and activities.
- Starting salary \$33,000 annually.
- Full benefits package including 15 days (three weeks) annual vacation. Pension, Health and Dental plans are available after a three-month probation period.
- Hands-on experience with meaningful programs that make a difference in the lives of participants.

How to Apply: If you are enthusiastic about music, community engagement, and making a difference, we would love to hear from you! Interested candidates are invited to submit a resume and cover letter detailing their relevant experience and passion for choral music to director@saskchoral.ca by January 15, 2025.

The Saskatchewan Choral Federation is committed to diversity and welcomes applications from individuals from under-represented, or marginalized communities.