

The Francis Winspear Centre for Music seeks dynamic individuals as YONA-Sistema Substitute Site Manager for our Youth Orchestra of Northern Alberta (YONA) Sistema program. This is an as needed on call position based in Edmonton.

Who we are:

As one of the premiere places for music in Canada, the Francis Winspear Centre for Music is committed to provide musical experiences rooted in creativity, nourished by imagination, and sustained by excellence.

We are committed to the importance of the live experience. We host music groups and individuals at every level of ability, anchored by our resident artists, the Edmonton Symphony Orchestra.

We are on Indigenous peoples' traditional lands, who are integral to our history. Equally, we embrace today's multicultural mosaic. Music is one of the expressive languages that transcend and unite people.

We are committed to providing a safe and welcoming space for our community to create, exhibit, and learn about music. We are committed to accessibility. The Centre is a platform for a broad and eclectic range of individual voices to be enjoyed on a communal level.

The Winspear Centre has been a cornerstone of Edmonton's Arts District for 25 years. We welcome 250,000 people annually to participate in musical performances and rehearsals, literary events, meetings, receptions, graduation ceremonies, and educational programs. We are currently working to complete the Winspear Project – a significant building expansion that is currently underway and will include a new 550-seat performance venue, dedicated teaching spaces, and flexible community areas and will help us achieve our goal of reaching 500,000 active participants by 2032. We aim to celebrate the opening of this exciting new addition to Edmonton's Arts District in 2025.

The Youth Orchestra of Northern Alberta (YONA) Sistema program strives to have a lasting positive community impact by providing free music-centered programming for youth in Northern Alberta's priority neighborhoods. Our team is passionate about introducing the richness of music to those who might not otherwise have the opportunity, and we believe that ensemble music making is a transformative experience.

We encourage you to visit our website to learn more: <http://www.yona-sistema.com/>.

Who you are:

You have a background and interest in education and/or human services and experience working with children and youth. You are relationship-focused with strong organization and communication skills. You love all aspects of music, you enjoy working on a team and bringing out the best in those around you. You are creative and flexible, you rise to challenges and you are not afraid to try new things. You are aligned with these values and want us to succeed together.

What we offer:

- Mission-driven work with a noticeable impact on the students and communities served.
- Opportunity to share your love of music with others every day!

Job Summary:

The YONA-Sistema Substitute Site Manager is responsible for all operations at a YONA-Sistema site. This includes supporting Teaching Artists to ensure optimal teaching environments, managing student records, coordinating off-site events, liaising with YONA leadership, school administration, other Site Managers, and acting as the primary point of contact for YONA families.

Site Managers work at YONA-Sistema community sites during after-school hours from approx. 2-6:30 pm, Monday, Tuesday, Wednesday, and Friday, and Thursdays from 11-3:30 pm. Weekly staff meetings will be scheduled outside of program hours, and additional time is required throughout the year for concerts, events, and professional development.

Expectations of the role:

- Act as the primary point of contact for YONA families, Teaching Artists, school administration, and YONA leadership for all matters related to your site. Maintain positive relationships with multiple stakeholders to ensure the smooth running of the program
- Oversee daily program operations on site. Ensure student and staff safety and crisis management plan
- Manage student records and program supplies
- Coordinate all off-site events, including combined rehearsals, concerts, and community events
- Attend regular meetings with all Site Managers
- Lead weekly staff meetings at your site
- Supervise students during breaks including snack and outdoor time
- Manage program volunteers
- Support Teaching Artists in enforcing YONA policies
- Advocate for a program culture that runs according to YONA values, following trauma informed practice and with an eye to equity and inclusion
- Other duties as assigned

Qualifications:

- Previous experience working with children in group settings and/or training in classroom or behavioural management
- Post-secondary education in education, human services, or a related field preferred
- Outstanding interpersonal and communication skills including the ability to engage with diverse families
- Ability to manage multiple priorities and thrive in a fast-paced environment
- Organized and detail-oriented
- Experience working with multicultural communities an asset
- Ability to speak languages other than English an asset
- A level of physical fitness allowing for lifting and carrying equipment such as music stands, chairs, tables, and instruments

Competencies:

- Computer literacy, including familiarity with Microsoft Office, SharePoint, and Google Suite
- Background in music performance and/or education an asset
- General knowledge of elementary academic curriculum expectations

- Knowledge of community outreach resources
- Knowledge of the El Sistema philosophy and awareness of music for social change programs
- Interest in social justice and knowledge of current trends in equity, diversity and inclusion

Please submit your cover letter and resume to apply and email hiring@winspearcentre.com. Please include "YONA-Sistema Substitute Site Manager" in the subject line of the email. Applications that do not include a cover letter will not be considered.

The Winspear Centre is an equal opportunity employer and encourages applications from all qualified individuals. Applicants who are either Canadian or permanent residents of Canada will be considered prior to international applicants. We thank you for your interest. Only those selected for an interview will be contacted.