



Podium 2018 - Project Manager (based in Newfoundland & Labrador)

Summary of Position

The Project Manager: Podium 2018 is responsible for managing the planning and delivery of the Podium 2018 Conference & Festival. It is expected that the Project Manager will work within the approved budget, and in accordance with principles set out by the Podium 2018 Committee. The Project Manager will work with the General Manager of Choral Canada and report to the PODIUM 2018 steering Committee and the Choral Canada Board of Directors.

Contract position: \$20,000/term

Weekly: 10 hours (as needed)

Dates: May 1, 2017 to July 31, 2018

Reports to: Choral Canada General Manager and to the Podium 2018 Local Organizing Committee

Core Competencies

- Highly-developed organizational skills
- Effective communicator with strong verbal and written communication skills
- Ability to gather diagnostic information
- Initiative, ingenuity, and imagination
- Technological skills
- Attention to detail and thoroughness
- Capacity to manage stress effectively
- Flexibility in his/her approach to the work
- Aptitude to effectively manage multiple tasks simultaneously
- Basic understanding of arts and culture in Newfoundland and Labrador and across Canada
- Basic understanding of choir culture
- Basic understanding of both official languages
- Financial understanding and literacy, QuickBooks experience
- Knowledge of the local economy, community, and the ability to develop relationships for fundraising and sponsorships
- Bilingualism is an asset

ROLES

Project Planning

In consultation with the NSC and/or the LOC, the Project Manager will:

- Provide regular updates to the PSC and the GM for the purposes of marketing & communications, budgeting, and ongoing planning
- Manage correspondence with administrative staff, organizing committees, keynote presenters, conference presenters, festival performers, volunteers
- Arrange guest presenter/artist hospitality (i.e., travel, accommodations, meals, local transportation, gifts, receptions, etc.)
- Forward materials and information to Podium presenters and performers in a timely manner
- Act as the primary liaison with all conference/festival venues
- Arrange for any equipment rental or maintenance required on site (e.g., keyboards, sound equipment, risers, piano tuning, etc.).
- Secure all other short-term contractors including piano tuners, equipment movers, and recording technicians.
- Arrange for additional program personnel such as concert emcees, session chairs, banquet entertainment, etc.
- Coordinate the planning and delivery of receptions, other social and networking events, and the Podium Banquet
- Coordinate the preparation of all delegate and festival attendee materials. Note that any items requiring graphic design (e.g., labels, forms, signs) are to be made in consultation with the PSC and/or Marketing and Communications Committee;
- Research and apply for provincial- and municipal-level funding, partnerships, collaborations, and sponsors with the support of General Manager
- Maintain a public calendar for deadlines;
- Assist with administrative tasks, as necessary and when possible, in support of General Manager;
- Meet with GM and PSC bi-weekly (May to Jan 2018) and weekly (Jan 2018-July 2018) to determine priorities and tasks.

Project Delivery

A. Venues

In consultation with the NSC and/or the LOC, the Project Manager will:

- Coordinate the program in St. John's, securing venues, in-kind services/donations, volunteer management;

- Ensure that venues/facilities are fully set up for each program component;
- Ensure that appropriate signage is displayed (in accordance with the venue's contract terms);
- Arrange to have all supplies and equipment moved to the project site;
- Ensure that the project runs on-time and in an organized fashion;
- Provide counsel for any incidents or problems which arise onsite. The NSC is to be informed immediately with respect to any issues of this nature.

B. Registration

In consultation with the LOC, the Project Manager will:

- Assist the CC staff in the management of Podium registrations, including Marketplace exhibitors;
- Coordinate onsite registration and check-in.

C. Volunteers

In consultation with the Volunteer Coordinator, the Project Manager will:

- Ensure adequate volunteer resources have been arranged and that volunteers have been scheduled appropriately for all project components;
- Develop volunteer materials and forward those materials to volunteers;
- Schedule and coordinate volunteer training sessions as necessary;
- Create a volunteer time tracking form and ensures all volunteers sign in;
- Enter all volunteer information into the volunteer tracking database;
- Develop a volunteer appreciation program

D. Marketing & Communication

In consultation with PSC and Marketing and Communication Chair, the Project Manager will:

- Develop a local marketing plan;
- Manage marketing and public relations within the Province of Newfoundland and Labrador;
- Draft media releases and forward them to appropriate contacts on the media list;
- Forward complimentary concert tickets to program sponsors and stakeholders;

E. Finances

In consultation with the General Manager, the NSC and/or the LOC, the Project Manager will:

- Be responsible for management of local revenues and expenditures, including proper accounting and reconciliation as determined by the Choral Canada Board and Staff.