

## Job Posting

|                      |                              |                       |                                |
|----------------------|------------------------------|-----------------------|--------------------------------|
| <b>Job Title:</b>    | Assistant Manager            | <b>Status:</b>        | Full-time                      |
| <b>Department:</b>   | Music                        | <b>Union:</b>         | Included                       |
| <b>Salary Level:</b> | Base on Experience           | <b>Job #:</b>         | #22-MSC-10                     |
| <b>Posting Date:</b> | July 28 <sup>th</sup> , 2022 | <b>Posting Close:</b> | August 11 <sup>th</sup> , 2022 |

**Dixon Hall Neighbourhood Services (DHNS)** is a multi-service agency located in the heart of east downtown Toronto committed to realizing the vision of a city where everyone thrives. Since 1929, we have been touching the lives of thousands of our community's most vulnerable residents by providing a range of programs and services across every stage of life. We create lasting solutions to end poverty, social injustices, and isolation in Toronto. We value respect, diversity, integrity, care, compassion, and accountability.

Reporting to the Music School Director and Manager as part of the DHNS's management team, the Assistant Manager presents a welcoming and professional presence in the music school. Under the direction of the Music School Director, the Assistant Manager assists in the development of communication tools for the Music School and assists in planning and implementing special events.

### RESPONSIBILITIES

- Assists in supervising and directing teaching staff ensuring excellence in class delivery and ensuring that teachers strive to maintain optimum levels of musical education and experience in the classes offered.
- Participates in the Music School hiring process.
- Contributes to the training, development, and supervision activities of all music school teachers, conducting remedial performance corrections, if deemed necessary.
- Preparing performance appraisals in consultation with the Music School Director and Manager.
- Manage program and client financial information in a confidential and discreet manner.
- Assists in the planning and delivery of Music School programs.
- Assists with program publicity and communications outreach initiatives, working with the Music School Director and Director, as well as members of the Philanthropy and Communications team in maintaining funder relations.
- Ability to use visual art materials, editing software and multi media platforms.
- Schedule staff and students as required.

- Assists in payroll preparation for Music School staff.
- Provide on-site supervision for all weekend Music School programs.
- Responsible for the recruitment, supervision, training, and performance management of volunteers.
- Provide administrative support to the Music School Director and performs other duties as assigned.
- Communicate with students, parents and teachers informing the Manager and Director of any important updates and occurrences.
- Perform general administrative tasks associated with day to day operations of the music school.
- Assist with preparing and distributing publicity, communications, and community outreach materials.
- Serve as a member of the Music School Special Events team that is responsible for planning and the operation of events such as Music for Life and March Break Music Camp.
- Open and close the building as necessary.

This job description does not represent a complete account of the duties and responsibilities of the job but rather a summary of those duties and responsibilities in effect at the time of writing. The role and its responsibilities will evolve as the job continues to evolve in the future. Future responsibilities will include such duties as assigned in keeping with the developing nature of the job.

## **QUALIFICATIONS**

- Post-secondary degree in Music/Art or Art Administration.
- Minimum 2-years' experience in a managerial role, preferably in a unionized environment.
- Knowledge of Music Pedagogy, teaching methods and materials.
- Advanced written and verbal English language communication skills; fluency in additional languages, relevant to the communities of service, will be considered an asset.
- Experience teaching/working in a diverse, multi-cultural environment; preference given to those with not-for-profit experience.
- Excellent problem-solving skills with strong attention to detail.
- Proven experience with peer management.
- Knowledge of MS Office, proven administrative and database skills.
- Proven stakeholder relationship development skills.
- Able to skilfully, strategically, respectfully, appropriately, and tactfully manage in order to achieve the mission, goals, and business objectives of the music school.
- Excellent time management and organizational skills with a proven ability to manage multiple projects, achieve results, work under pressure, and meet tight deadlines.
- Demonstrated ability to work independently but also to function in a team environment.

- Demonstrated proclivity for accurate record keeping skills.
- The ability to effectively communicate with people from diverse cultural and social backgrounds, in keeping with Dixon Hall Music School's holistic approach.
- High standards of professionalism and professional ethics.
- Required to provide evidence of full vaccination (minimum of two doses) against COVID-19 with a vaccine approved for use in Canada in keeping with the Dixon Hall vaccination policy.
- Must be qualified to work in Canada legally for the employer.
- Completion of a Vulnerable Sector Police check that produces a satisfactory result, as determined by the requirement for this position to interact with children and vulnerable persons, is required.

To apply, please email your resume and cover letter as a single Word or pdf document to [hr@dixonhall.org](mailto:hr@dixonhall.org) by **August 11<sup>th</sup>, 2022 at 4:30pm** quoting File **#22-MSC-10** in the email "Subject" line.

Dixon Hall Neighbourhood Services is committed to developing an inclusive selection process and work environment. If contacted for an interview, please advise the hiring manager if you require any accommodation during the interview process. The hiring process is governed by Dixon Hall Neighbourhood Services Race Relations and Employment Equity Policies.