



THE ROYAL CANADIAN COLLEGE
OF ORGANISTS
LE COLLÈGE ROYAL CANADIEN
DES ORGANISTES

Connexions inspirantes avec la musique d'orgue • Inspiring connections with organ music

Position: Event Coordinator for Summer Organ Academy

Position Summary:

The Royal Canadian College of Organists (RCCO) is seeking an Event Coordinator to assist with the planning and delivery of the 2022 Summer Organ Academy and development the 2023 Summer Organ Academy. The Event Coordinator will organize, manage, and perform an extensive array of administrative and program support activities on behalf of the Summer Organ Academy project team. The successful candidate will contribute positively to the implementation of the RCCO's Vision and Mission and work collaboratively with a wide variety of individuals.

Key Duties:

- ensure project team adheres to provided timelines and deliverables
- ensure documentation is maintained throughout the length of the project
- communicate plans, actions, risks and issues with key stakeholders
- communicate with staff, registrants, faculty and vendors
- manage administrative functions and processes, including processing registrations
- update the Summer Organ Academy 2022 webpage
- manage day-to-day activities for the Summer Organ Academy team
- analyze project data and produce progress reports
- assist with planning the 2023 Summer Organ Academy

Skills and Qualifications*:

- superior verbal and written communication skills
- highly proficient in Microsoft Office, including Word, Excel and Outlook
- self-motivated, effective in a team setting and individually
- highly efficient time-management skills and ability to prioritize tasks
- strong capability to multitask and finish assigned projects before deadlines
- post-secondary education
- previous experience in project planning an asset

***Note:** To be eligible for employment, and in accordance with funding from Canada Summer Jobs, applicants must be; 30 years of age or younger at the start of employment; a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act; legally entitled to work in Canada in accordance with relevant Ontario legislation and regulations.

Organizational Profile:

Founded in 1909, the RCCO is the national voice of the organ and its music across Canada. Our vision is: Inspiring connections with organ music. We support, promote and celebrate Canada's organ music community by providing learning opportunities, resources, outreach and professional development opportunities through our programs and services. We seek to enrich the lives of Canadians by engaging the wider public in Canada's rich organ heritage and vibrant organ culture. The RCCO is committed to providing greater access to the organ and its music through technological innovations that can enhance its reach and actively engage Canadians of all genders, ethnicities, age, abilities, or geographic location, in the art of the organ.

The RCCO's Summer Organ Academy offers organists of all ages and levels an opportunity to practice and develop new skills in a friendly, welcoming environment. This year's Academy takes place from July 10-15, 2022 in Montréal, Quebec, providing practice and performance on some of Canada's finest pipe organs.

Additional Information:

Tenure: 35 hours per week for 8 weeks

Wage: \$20.00/hr + 4% vacation pay

Start Date: May 30, 2022

Location: It is expected that the successful candidate will be working remotely

Application Deadline: May 16, 2022 at 5:00 p.m.

How to Apply:

Interested candidates are invited to submit a résumé and cover letter, (combined in a single PDF) to Elizabeth Shannon, Executive Director, at execdirector@rcco.ca. Please indicate "Event Coordinator" in the subject line of the email. **Deadline to apply is May 16, 2022 at 5:00 pm.**

The Royal Canadian College of Organists is an equal opportunity employer and encourages applications from persons identifying as visible minorities and indigenous heritage. All applicants are thanked for their interest, however only those selected for an interview will be contacted. No telephone calls please.