



Choral Canada  
Canada Choral

NYCC  
CNJC

National Youth Choir  
of Canada  
Chœur national des  
jeunes du Canada



## National Youth Choir of Canada 2024 Tour Manager – Call for Applications –

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**START DATE:** August 1, 2023

**TERM:** 11 month contract (part-time)

**REMUNERATION:** \$8,000 honorarium

**LOCATION:** Remote and in-person

### JOB DESCRIPTION

Choral Canada is seeking a bilingual (EN/FR) Tour Manager for the 2024 National Youth Choir of Canada (NYCC). The Tour Manager will work closely with Choral Canada staff, the National Youth Choir Committee, the 2024 Guest Conductor, and the 2024 Podium Project Manager to carry out the organizational activities of the NYCC training/rehearsal period and tour, and to coordinate all logistical matters concerning NYCC 2024.

The training residency and tour will take place in Québec May 3-May 19, 2024. While much of the Manager's work must be carried out well in advance, it is required that the Manager be onsite and travel with the choir throughout the rehearsal residency and tour.

Duties of the Manager shall include, but not be limited to the following:

- Coordinate all aspects of the NYCC rehearsal residency and tour, including:
  - Accommodations and billeting arrangements;
  - Meals and per diem distribution;
  - Rehearsal and performance scheduling;
  - Concert venues and presenters;
  - Transportation for all participants to, from and during the program;
  - Workshop and community engagement opportunities;
  - Virtual meetings and workshops for singers and artistic staff;
  - Onsite volunteer management;
  - Advertising and concert promotion;

- o Recreational activities and other opportunities particular to the region and/or this NYCC session.
- Work closely with Choral Canada representatives to ensure that revenues and expenses remain within the pre-approved project budget.
- Work closely with the artistic personnel to ensure the timely coordination of repertoire distribution, communication with singers, selection of rehearsal and performance venues, and other musical and artistic details.
- Maintain close contact with Choral Canada and attend virtual meetings of the NYCC Committee as required; provide regular verbal and/or written reports for the NYCC Committee.
- Assist Choral Canada representatives and the NYCC Committee with fundraising, sponsorships, securing in-kind support as well as selling advertising opportunities to local businesses.
- Communicate rehearsal and tour details in a timely manner with the NYCC singers and act as the liaison between choir members, Choral Canada, community hosts, and artistic personnel.
- Work closely with Choral Canada staff to submit any final reports for funders and SOCAN/Entandem (if applicable)
- Prepare a final report including assessment of the program and the Tour Manager's role, summary of evaluation feedback from participants and recommendations for future NYCC programs.

## **REQUIREMENTS**

The successful applicant will:

- Have excellent written and verbal communication skills in both English and French.
- Have strong arts administrative skills and experience, particularly in the organizational aspects of managing such activities as the NYCC rehearsal residency and tour;
- Possess exceptional organizational and interpersonal skills;
- Reside in the tour region and have connections to the local music community;
- Demonstrate ability to assist with fundraising, securing in-kind donations and advertising sales;
- Have experience working within and adhering to project budgets;
- Be familiar with choirs/group singing;
- Be able to work efficiently remotely, with the majority of planning and communication taking place via email and Zoom.

## **LANGUAGE**

NYCC rehearsals and internal communications will be conducted in English; however, as a national program and with the 2024 program taking place in Québec, the Tour Manager's fluency in French will be a significant asset. The Tour Manager will be expected to undertake the planning and execution of the NYCC Program in both French and English as needed.

## **HOW TO APPLY**

Interested and qualified applicants should forward a letter of interest and resume to Choral Canada at [sarah@choralcanada.org](mailto:sarah@choralcanada.org).

**Deadline to Apply: June 30, 2023**

Choral Canada is committed to inclusion, diversity, equity, and accessibility in all its work, and to being fair and equitable in practice. It strives to build diversity and inclusivity into its teams, committees, programs, and services, thereby fostering an organizational environment in which all people wishing to participate may flourish.

If applying online is a barrier, please contact Choral Canada for alternative arrangements (written/oral applications) at 647-606-2467 or [sarah@choralcanada.org](mailto:sarah@choralcanada.org).

If you have any questions regarding your application contact us at: [sarah@choralcanada.org](mailto:sarah@choralcanada.org)

## SELECTION

Choral Canada will establish a Selection Committee that includes senior Choral Canada Staff as well as a member of the NYCC Committee. The Selection Committee will review all applications and will select individuals for interview. Selection will be based upon the individual's application and the qualifications outlined above. All individuals who apply will be contacted directly regarding the outcome of the process.

## WHAT IS THE NATIONAL YOUTH CHOIR OF CANADA?

The National Youth Choir of Canada - Chœur national des jeunes du Canada (NYCC-CNJC) is a unique professional development opportunity for some of Canada's best emerging singers. The program provides access to high-level training, challenging repertoire, educational workshops, community engagement projects, exciting new connections with peers from across the country and [culminates with a weekend performing, learning and networking at Choral Canada's national choral conference and festival, PODIUM](#). In order to be truly national in scope, Choral Canada strives to have a quartet from each province and territory (one voice per part) to make up the NYCC.

Since 1984, twenty incredible Canadian choral conductors have led this choir of outstanding youth. The NYCC has performed in 9 provinces and at each of Choral Canada's Podium Conference and Festivals. The NYCC has also performed at the 1993 World Symposium on Choral Music in Vancouver, toured with the National Youth Orchestra of Canada in 2017 celebrating Canada's sesquicentennial, and has concert recordings broadcasted nationally on the CBC Radio network. [To learn more about the National Youth Choir of Canada, please visit \[www.NYCC.ca\]\(http://www.NYCC.ca\)](#)

## ORGANIZATION DESCRIPTION

Choral Canada is the National Arts Service Organization for the choral and group singing arts sector and community in Canada. We are a member based organization that provides professional development, advocacy, resources, and opportunities to build connections from coast to coast to coast. Our members include conductors/leaders, educators, composers/songwriters, students, managers/administrators, choral industry leaders, professional/national choirs, and more. In 2016-17, Choral Canada produced with Hills Strategies Inc. the first ever national choral census which found that 3.5 million Canadians sing in a choir/singing group. Choral Canada not only serves its membership, but also strives to serve the entire choral and group singing arts sector across the country. Choral Canada recently adopted a new five-year strategic plan called "Pathways to Tomorrow: Resilience, Relevance and Growth in the Choral and Group Singing Arts Sector in Canada". We are on a transformational journey over the next

five years and look forward to building new relationships, offering relevant programming, and advocating for group singing across the country.