

# University Settlement

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Charitable #: 119279412RR0001



University Settlement  
Founded in 1910

## *Over 100 Years of Service in the Community*

**JOB TITLE/POSITION:** M&A Chamber Music Program Coordinator  
**DEPARTMENT:** Music and Arts School  
**REPORTS TO:** Managing Director, Music & Arts School  
**POSTING DATE:** July 26, 2018

**ORGANIZATIONAL OVERVIEW:** University Settlement is a multi-service agency that was founded in 1910 and has the distinction of being the first community-based social service centre in the City of Toronto. University Settlement's four offices are part of culturally rich and vibrant neighborhoods in downtown Toronto and North York. As active members of these diverse communities, University Settlement helps individuals and families to learn and grow by engaging them in social, cultural, recreational and educational opportunities. University Settlement is committed to enhancing the quality of life of the people in the communities we serve through our many programs and services. With a full-time and part-time staff of approximately 150, University Settlement has developed programs to address the needs of more than 10,000 users annually through diverse areas such as settlement services, English language classes, employment counseling, senior services, youth programming, homeless programs, music and arts education, and daycare. In addition, our main site hosts a full recreation centre with pool, gym and nautilus facilities.

**JOB FUNCTION:** To coordinate all aspects of the Music & Arts School's Chamber Music Program.

### **QUALIFICATIONS:**

- A three (3) year Bachelor's level degree in Music, or equivalent knowledge and experience
- Knowledge of chamber music and different instrument classifications
- Experienced at performing and teaching chamber music
- At least two (2) years teaching experience with groups of young people and adults
- Excellent communication skills
- Ability to work successfully with groups of people from diverse backgrounds
- An excellent working knowledge of spoken and written English
- A good working knowledge of Microsoft Excel, Google Forms and Google Drive

### **ASSETS:**

- 2<sup>nd</sup> language
- Non-profit experience
- Experience working/volunteering in a multi-cultural setting
- Knowledge of online and local resources for chamber repertoire

### **RESPONSIBILITIES:**

- Coordinates, creates and schedules all chamber music ensembles for the Chamber Music Program according to participant availability, level of ability and musical interests
- Attends and assists at all Chamber Music Concerts



**RESPONSIBILITIES (cont.):**

- Researches appropriate repertoire for each ensemble, supplies each ensemble with music to rehearse (digital and hard copies) and assigns an appropriate coach from our pool of chamber coaches
- Oversees and monitors chamber ensembles, ensuring that there is a good participant match within each ensemble (personality, levels of experience, etc.); where there is not a good match, make changes if possible or assist the chamber coach to meet the needs of participants in each group
- Build and maintain the Music & Arts School's digital library of chamber music
- Responds to all participant questions and comments in a professional and timely fashion, including the Managing Director on communications as necessary
- Promotes the Chamber Music Program
- Attends staff meetings as scheduled and carries out concert management/public relations duties at recitals if required; on these occasions the coordinator must act as an official representative for the Music School and talk with parents and community members, as well as, with certain distinguished donors, and guest artists
- Participates occasionally in the following Music School activities: student recitals, faculty recitals and fundraising events
- Communicates clearly and effectively with participants and chamber coaches
- Is diplomatic and polite at all times with participants; information of a personal and confidential nature disclosed by participants, parents or the Managing Director must not be discussed with others
- Works closely with department directors and managers to ensure department and program needs are met
- Ability to develop and maintain cooperation and openness, and work collaboratively with others to achieve University Settlement objectives
- Ability to recognize department and/or community needs/trends and develop appropriate methods to respond
- Ability to adjust to constantly evolving nature of environment and priorities
- To evaluate the effectiveness of the program and to suggest improvements
- Other duties as assigned

**TERMS OF EMPLOYMENT:**

Police Reference Check, satisfactory to University Settlement is a requirement of this position.

**SALARY/RATE:** \$35.17 per hour (2017 rate), plus an additional 60 cents in lieu of benefits once probation is passed

**SCHEDULE:** Part time hours – TBD with a maximum of 30 hours scheduled annually

**DETAILS:** Unionized position

Please send a detailed resume with cover letter by July 10, 2018 to:

Victoria Medeiros, Managing Director  
Music and Arts School  
University Settlement  
23 Grange Road, Toronto M5T 1C3  
[victoria.medeiros@universitysettlement.ca](mailto:victoria.medeiros@universitysettlement.ca)

\*University Settlement is an equal opportunity employer. We would like to thank everyone for submitting an application; only those chosen for an interview will be contacted.