



CAPELLA REGALIS CHOIRS

6036 Coburg Road, Halifax, Nova Scotia B3H 1Y9 www.capellaregalis.com

ANNOUNCEMENT: 2024 Canada Summer Jobs placement for Canadian youth ages 15 - 30

Job title: Arts Administrator

Wage: \$17.50/hr + Mandatory Employment Related Costs (EI and CPP contributions, and 4% vacation pay)

Commitment: 35 hrs/week, 8 weeks. Start date is negotiable; anticipated start date of July 1.

Job description:

Capella Regalis Choirs is a registered Canadian charity dedicated to increasing access to the arts by training young singers and by offering financially- accessible and high-quality choral music presentations to the public. Founded in 2010 by Artistic Director Nick Halley, Capella Regalis comprises a Boys Choir, Girls Choir, and professional Men's Choir (including Young Men with changing voices). Please see our biography attached below for more information.

The Arts Administrator will work under the supervision of and report to the Capella Regalis Executive Director and Assistant Executive Director. The summer months of July and August are when Capella Regalis's in-person programs and activities are on break, and thus provide an all-important time for the administrative staff to evaluate past programs, plan for upcoming seasons, develop publicity, fundraising and recruitment plans, and work on digital and archival content. The Arts Administrator will assist in areas of audience engagement, events planning, documentation and archival work, and chorister recruitment for the coming season. The majority of the work will be computer-based, although there will be regular in-person meetings and opportunities to liaison with other community groups. The work is inherently team-oriented, so even when working remotely, the Arts Administrator will be in close communication with other members of the Capella Regalis staff. The Arts Administrator will assist with such projects as:

- Creating an alumni association, including compiling a list of all past choristers and their contact information (since our founding in 2010)
- Drafting and publishing our organization's Annual Report, including compiling details and creating visual representations of all our activities and funding information from the past season
- Evaluating current recruitment efforts and working with the Recruitment Officer and Executive team to brainstorm new ideas (this may include assisting in the production of a recruitment video)
- Liaising with other community youth workers to develop collaborative relationships towards enhanced chorister recruitment (especially among newcomer communities, minority groups, or underprivileged children)

- Assisting to plan, produce and publicize events for the upcoming season, including Choir Camp, concert performances, and fundraising events
- Taking stock of our organization's digital content (audio recordings, performance videos, photos, etc. currently on YouTube, audio streaming sites, our website, and in our archives) and strategizing how best to promote this content as well as our organization's in-person events and activities to a diverse online audience with a view to increasing awareness of and engagement with our organization's musical output and educational mission
- Researching advertising options on Google/Facebook/Instagram and other social media and creating ad campaigns
- Ensuring a wide reach for our new, online Music Literacy Course (a free course intended to unlock the language of music for people of all ages), by reaching out to music educators, teachers, students, church musicians, community music associations, etc. in the province and across the country
- Organizing our digital archives (especially photos and videos), and making sure there is a backup system to ensure against content loss

The ideal candidate will be self-motivated, punctual, communicative and organized, will have strong English writing skills, will be detail-oriented and careful to represent our organization's mission and work in an accurate and professional manner, will have solid competency with email programs and computer software including Microsoft Excel and Word, will have some experience working with Google, Facebook, Instagram, YouTube, Zoom, and similar online platforms, and will have experience or significant interest in the non-profit or community service sectors. Enthusiasm for classical or choral music, music education, or performance arts would be an asset. The candidate must be willing to take direction and supervision from senior administrators to continue learning "on the job" and to work effectively as a member of a team.

The job will provide a meaningful work experience focused on building communication, marketing, organization, collaboration, and inter-personal skills that will be useful in any number of future careers, whether in the arts sector or otherwise.

Please review the Capella Regalis biography attached below, then send a resume and expression of interest to Vanessa Halley, Executive Director, at vhalley@capellaregalis.com. Capella Regalis warmly encourages applications from people with disabilities, people of Black, Indigenous, or other minority heritage, 2SLGBTQI+, and people experiencing economic hardship or any other societal disadvantage. We thank all applicants for their interest. Only those selected for an interview will be contacted.



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A free music education in a centuries-old tradition. Inspiring and accessible professional performances.

Capella Regalis is a Canadian charity dedicated to training singers and to offering excellent choral music presentations to the public. Founded in Nova Scotia by director Nick Halley in 2010 to build upon the best aspects of the centuries-old European tradition of church choirs and to revitalize this method of music training in Canada, Capella Regalis now comprises a Boys Choir, Girls Choir, and professional Men's Choir (including Young Men with recently changed voices). Our children's choirs are free and open to any child who is keen to learn music.

Capella Regalis Choirs regularly sing Choral Evensong in the Cathedral Church of All Saints, Halifax, as part of the Cathedral's *Sundays at Four* series. The choirs also perform concerts around Nova Scotia and beyond in a busy September – June season, and engage the public in many music outreach initiatives.

Annual performances include tour programs of sacred and secular repertoire from across the Western tradition, and the popular, annual Christmas series, *A Chorister's Christmas*. In addition, Capella Regalis frequently collaborates with other groups and world-class musicians in live and online broadcast productions of major works such as J.S. Bach's *Easter Cantata BWV 4*, J.S. Bach's *Saint Matthew Passion*, Bernstein's *Chichester Psalms*, Bizet's *Carmen*, Britten's *A Ceremony of Carols*, Britten's *Saint Nicolas*, Fauré's *Requiem*, Handel's *Te Deum*, Monteverdi's *Selva Morale e Spirituale*, Monteverdi's *Vespers of 1610*, Orff's *Carmina Burana*, the Paul Winter Consort's *Missa Gaia/Earth Mass*, and Schütz's *Musikalische Exequien*.

Access to excellence.

In the performing arts world, a major barrier to participation is cost. At Capella Regalis, we are passionate about making professional-level choral music available to everyone because we know that music has the power to transform the life of a person, whether that person is a child finding their voice or a listener finding beauty in a soul-stirring performance.

The two goals of musical excellence AND accessibility for everyone inform all Capella Regalis programming decisions. The choirs regularly provide free or pay-what-you-can access to artistic online presentations of major works in tandem with their live performances. Capella Regalis also partners with local organizations to present free, family-friendly performances of iconic works such as Britten's *A Ceremony of Carols* and Fauré's *Requiem*. The choirs share a diverse range of musical repertoire with schoolchildren through free, interactive performances in local elementary schools. Most recently, Capella Regalis created a free, online Music Literacy Course to teach the basics of music reading in a way that anyone can access and learn at their own pace.

For more information, visit www.capellaregalis.com.