

## PRINCIPAL, RICHMOND MUSIC SCHOOL

### *About Richmond Music School*

Founded in 1980, the Richmond Music School (RMS) is the largest and oldest non-profit community music school in Richmond dedicated to high standards in teaching music, in both private and class settings. It enjoys a leadership position throughout Greater Vancouver for its many low-cost programs and student performances in the community. The School is also a pioneer in innovative music training programs, including the Apprentice Teachers Program that trains graduates of the School to become professional music teachers to continue the legacy of providing high quality of music education to students of all ages and levels. The services and programs at the School are made possible by the generous support from donations and local and provincial government grants.

The School is governed by the Board of Directors with 6 volunteer members. The Principal reports directly to the Board. All staff and faculty report to the Principal. There are currently 2 salaried office administration staffs, 2 contracted bookkeeping and grant application support staffs, and 40 contracted faculty members.

RMS is a registered charity and is the Canadian representative of The Associated Board of the Royal Schools of Music (ABRSM), a globally renowned music examination board based in London, UK.

Further information of the School can be found at [www.richmondmusicschool.ca](http://www.richmondmusicschool.ca)

### *Position Summary*

The Principal will be a visionary leader that oversees all aspects of RMS' music programs, concerts, and operations. As an ex-officio member of the Board of Directors, the Principal will participate in strategic planning and act as the liaison between the Board, faculty, office staffs, students, and the general public. The Principal will be responsible for the management of the organization to accomplish the direction set by the Board and for increasing the public profile of the School to encourage growth.

The Principal will be responsible for the following key duties, and may require to perform other related duties as assigned:

#### Operations and General Management

- As the ex-officio member of the Board of Directors, participate in the short- and long-term financial and strategic planning of the School
- Implement strategic initiatives under the direction of the Board
- In conjunction with the Board, determines staffing requirements, recruits and recommends hiring of new staff members and faculty members
- Develops guidelines for office staff and faculty duties
- Supervises office staff and faculty by scheduling and coordinating work assignments and evaluating performance
- Overseeing recruitment and coordination of volunteers
- Negotiate contracts

#### Artistic Development

- Collaborate with the Board and the faculty to design programs and curriculums for the School
- Develop events calendar and student performance schedules for the school year
- Oversee the coordination and scheduling of performances for all musical groups

- Collaborate with the faculty to organize student concerts and events, including but not limited to: coordinating and scheduling of performances, and selecting and planning program contents for concerts and events
- Facilitate and encourage faculty to practice and promote creative music excellence
- Continue development and training of faculty members

#### *Stakeholder Engagement*

- Develop and maintain effective and positive public relations in the community with organizations such as schools, businesses, the City of Richmond and other Community Music Schools
- Issue press releases and attend speaking engagements on behalf of the School as required
- Oversee the development of marketing and communications materials of the School to promote the School and enhance enrollment
- Develop, plan, and coordinate fundraising activities
- Oversee grant application process with the support from the fund-raising support staff
- Identify new grant and funding opportunities
- Act as the liaison between the Board, faculty, parents, students, and the general public on various matters relating to the School

#### ***Skills and Qualifications***

The successful candidate will:

- Hold a Bachelor degree in music education, performance, arts administration or related field
- Demonstrate an in-depth knowledge of classical and modern music
- Have experience in of school administration or managing complex and diverse programs and people within an educational setting
- Be knowledgeable in the supervision and development of teachers and support staffs
- Demonstrate ability to recruit, train, and lead musicians
- Possess excellent interpersonal, communication, and conflict resolution skills
- Demonstrate Strong leadership, team-building, and managerial skills
- Demonstrate visionary and entrepreneurial skills
- Possess High energy level, integrity, and leadership charisma
- Be able to pass a police record check

#### ***Compensation***

This is a part-time permanent position with approximately 20 work hours per week. RMS offers a competitive salary, commensurate based on level of education and relevant work experience.

#### ***Application Process***

The application deadline will be March 31, 2019 or until a suitable candidate is found. Interested candidates are asked to submit a cover letter, resume, and salary expectation to the Board of Directors at [boardrms@gmail.com](mailto:boardrms@gmail.com)

Applications will be reviewed as they are received. We thank all applicants who apply however only shortlisted candidates will be contacted.