



Who We Are

Founded in 1887, the Maritime Conservatory is among the oldest and most respected institutions of its kind in Canada. We have approximately 750 students and 57 faculty in our Schools of Music and Dance.

It is housed in the historic Chebucto School, a nationally listed building constructed between 1908 and 1910. The building played a significant role following the Halifax Explosion (1917). It is expected that the building will undergo extensive exterior and interior restoration over the coming years. The Conservatory is a not-for-profit institution and financially and operationally is in sound condition.

Operations Manager

We are looking for suitably qualified people for the position of Operations Manager, to be filled as soon as possible.

Reporting to the Director, the Operations Manager will bring substantial and successful business or not-for-profit experience to oversee and manage the day-to-day operations of the Conservatory. The Operation Manager will be a collaborative member of the Leadership Team of the Conservatory, consisting of the Dean of Music, Dean of Dance, Registrar, and chaired by the Director.

The individual in this high profile, responsible, and hands-on position provides administrative leadership and operational oversight to support a vibrant artistic environment. Reporting to the Operations Manager are the front office staff, custodial, maintenance, and security personnel.

It is expected that the incumbent will have good familiarity with the interrelated realms financial management, human resource management, customer service, building maintenance, and IT troubleshooting, together with strong interpersonal and communication skills, and a love of the performing arts.

All of the Operations Manager's activities are to be firmly grounded on the Conservatory's shared values of integrity, respect, inclusiveness, and openness.

Key Responsibilities

- supervision of payroll & accounting service provider
- in collaboration with the Deans, provision of administrative support for Conservatory programming
- assist the Director in the implementation of a business plan and operational model that meets the goals of the Conservatory's Strategic Direction
- assist the Director in the preparation of annual and multi-year budgets for the Board's approval
- supervision of space allocation
- assist the Registrar, as required, with registration and tuition
- be the primary point of contact for day-to-day operational issues concerning the building and grounds, and liaison with counterpart at the Ummah Mosque regarding common areas (parking, site access, etc.)
- supervision of custodial staff and purchasing of maintenance supplies
- supervision of building security
- supervision of all things related to building heating, including fuel contracts
- procurement and supervision of contracts for waste management, snow removal, and landscape maintenance
- supervision of routine maintenance of, and contractors for, electrical & mechanical systems; elevator; fire & life safety systems; interior furnishings & surfaces; and telephone, internet & communications systems
- procurement and supervision of contracts for building repairs, renovations, and general improvements
- maintenance of inspection logs for sprinkler, fire extinguishers and security panel, and liaison with appropriate public officials as required (e.g., fire, building inspection, bylaw compliance)
- preparation of annual and multi-year maintenance plans and binders
- performance of regular inspections of the building and grounds with an eye to preventive maintenance
- available to act quickly in case of emergencies, both during and outside of regular hours.

What We Can Offer

Salary will be \$35,000 with a workweek of approximately 30 hours, along with three weeks annual vacation that is in addition to the two-week Dec/Jan break when the Conservatory is closed.

What We Are Looking For

- must have a minimum of five years successful experience performing in a similar position
- must have experience with payroll management, basic accounting in a computerized environment, and budgeting
- must have computer competency in Microsoft 360, Excel, and email
- knowledge of Mindbody software would be an asset
- must have experience dealing with building trades (plumbing, heating, painting, electrical, etc.)
- must have strong problem-solving skills and demonstrated ability to work independently
- must have good communication and interpersonal skills—must be a good listener
- must have a demonstrated ability to work effectively and collaboratively with diverse groups of people.

Successful applicants must undergo vulnerable persons and criminal records checks as a condition of employment.

To apply, please submit the following:

1. current resume
2. cover letter that addresses how your background and experience align with the requirements, qualifications, and responsibilities of the position

The search committee will request references from only those identified as finalists for the position.

Submit application to the Selection Committee c/o Ms. Lynn Steeves at the Maritime Conservatory of Performing Arts, 6199 Chebucto Road, Halifax, NS B3L 1K7, or email to academic@maritimeconservatory.com.

Competition will close on 22 July 2021 at 11:59 PM.