

## JOB DESCRIPTION

### OPERATIONS MANAGER

**Start Date:** February 1st, 2026 (Flexible)

**Application Deadline:** January 25th, 2026

**Salary:** \$50,000.00 (plus benefits and statutory deductions)

### ABOUT NUOVA VOCAL ARTS

NUOVA Vocal Arts is a nationally recognized charitable, not-for-profit organization dedicated to training emerging vocalists and performance artists. For 26 years, NUOVA has been a vital part of Edmonton's cultural landscape, bridging the gap between academic study and professional careers through our Emerging Artist Programs, MainStage seasons, and annual Spring Theatre Festival. We pride ourselves on fostering artistic excellence while remaining accessible and responsive to community needs.

### POSITION OVERVIEW

NUOVA Vocal Arts is seeking an experienced, proactive, and strategic **Operations Manager** to join executive leadership team to expand administrative capacity to meet the growing operational and financial demands of the company. Reporting directly to the Artistic & Managing Director, the Operations Manager will oversee day-to-day organizational operations, strengthen financial sustainability, and develop capacity for growth.

This is a full-time position designed to stabilize NUOVA's operations, diversify revenue streams, and build the infrastructure essential to our long-term accessibility and artistic success.

### KEY RESPONSIBILITIES

#### General Operations & Administration

- Manage organizational communications, including general inboxes and correspondence.
- Maintain calendars, filing systems, and internal platforms (Google Drive, QuickBooks, Keela).
- Ensure compliance with licensing, insurance, and government filings (e.g., WCB).
- Maintain up-to-date contact databases for artists, students, faculty, donors, and partners.
- Oversee distribution and contract management for artists, instructors, and creative teams.

#### Production & Program Logistics

- Coordinate auditions, scheduling, and artist communication.

- Book and confirm rehearsal and performance venues. Manage production materials, including distribution and collection of scripts, scores, bios, and headshots.
- Assist with volunteer coordination, front-of-house operations, and event logistics.

### **Financial Management & Fund Development**

- Prepare and track invoices for tuition, ticketing, and fees; manage payment collection.
- Oversee donor database and issue donation receipts.
- Monitor program budgets and support financial reports to leadership.

### **Community Engagement & Communications**

- Liaise with community partners, sponsors, and vendors.
- Support marketing efforts: social media, newsletters, printed materials, and website updates.
- Assist with ticketing platforms and audience services.

### **Strategic Planning & Capacity Building**

- Collaborate with leadership to develop sustainable operational models.
- Identify opportunities to increase organizational efficiency and financial resilience.
- Support grant reporting and evaluation processes.

## **QUALIFICATIONS**

- Minimum of 3+ years experience in arts administration, nonprofit management, or related fields.
- Proven ability to manage complex operations and multiple priorities simultaneously.
- Strong financial literacy, including budgeting, invoicing, and fundraising knowledge.
- Excellent organizational, communication, and interpersonal skills.
- Experience with database management and software such as QuickBooks, Keela, Eventbrite, Mailchimp, Canva, and CMS platforms (Squarespace or WordPress).
- Comfortable working independently with initiative and collaborating within a small team.
- Knowledge of vocal or performing arts disciplines is an asset.
- Post-secondary education in Arts Administration, Business, or Cultural Management preferred.

**Qualified applicants are encouraged to email their resume and cover letter to [admin@nuovavocalarts.ca](mailto:admin@nuovavocalarts.ca)**