

## **Job Posting:** Part-time Executive Director

**About Us:** The New Brunswick Choral Federation (NBCF) was founded in 1979 to promote and encourage the art of choral music in the province of New Brunswick. As a non-profit arts organization and registered charity, we represent individual choristers, choirs, choral conductors, accompanists, music teachers and others who care about New Brunswick's rich choral tradition, as well as providing a vital link to the larger Canadian choral community.

**Job Location:** Remote. Home office, some travel.

**Position:** Part-time Artististic Program Management, Public Relations, Administration. Based on an average 15-hour work week, with peak periods requiring more. Bilingualism considered an asset.

**Start Date:** May 18, 2026

Are you organized, detail-oriented, with strong communication skills, and passionate about community engagement in the choral singing environment? The New Brunswick Choral Federation is seeking a dynamic Executive Director to work with our Board of Directors and team of volunteers.

### **Position Overview**

The Executive Director (ED) of the NBCF will provide strategic leadership in collaboration with the Board of Directors to establish and implement a clear vision with long-term strategic plans, to ensure continued sustainability and growth of the organization.

Understanding of financial oversight, fundraising with major gifts and grant management with experience in grant writing and reporting are considered an assets.

### **Key Responsibilities:**

#### **Program Coordination**

- The Executive Director is responsible for coordinating the annual Choral Fest (choral community weekend workshop and performance), ensuring all aspects of the event are organized and executed efficiently.
- The ED coordinates regional Find Your Voice youth workshops and responds to workshop requests, facilitating in-person and online opportunities for professional development and community engagement within the choral community.
- The ED also coordinates the administration, with volunteer support, of the Carolyn Nielsen Music Library.

## Communications

- The Executive Director plays a critical role in promoting the New Brunswick Choral Federation. This includes maintaining communications with government agencies and departments to foster partnerships and support.
- The ED is responsible for ensuring regular communication with the NBCF members by maintaining the website and social media pages as well as producing and publishing an e-Newsletter.
- The ED also represents the New Brunswick choral community at the national, regional and local levels, including at the biennial Podium, Choral Canada's national conference and festival.

## Office Operation

- The Executive Director is responsible for day-to-day office operations including financial transactions, correspondence and data management.
- The ED supervises and supports short-term or part-time staff from time to time.

**Benefits and Compensation:** Flexible work schedule, 3 weeks' vacation annually. Compensation paid by annual salary of \$15,000 - \$20,000, dependent on experience.

**Reports to:** The New Brunswick Choral Federation Board of Directors

**How to Apply:** Please send your **completed resume and 2 references** to the New Brunswick Choral Federation:

Email [info \[at\] nbcf.ca](mailto:info [at] nbcf.ca) , or

Address: PO Box 714, Station A, Fredericton, N.B. E3B 5B4

Phone: 1-506-478-2875

**Application Deadline: March 15, 2026**