



Langley Community Music School

Bringing Music to Life

February 15, 2018

Principal, Langley Community Music School

Organization:

Founded in 1969, the Langley Community Music School is one of Canada's leading music education organizations. It is a not-for-profit, registered charity situated in Langley City Park, Langley, B.C. It is a centre for excellence in music education, offering students of all ages, infant through adult, the opportunity to interact with a highly skilled faculty so that they experience the joy of music making and develop a life-long appreciation of music. It enhances cultural development and fosters an environment where personal growth and cooperation are nurtured. LCMS has developed as a major performance centre for the community and responds to an audience with diverse musical preferences. Two professional concert series are offered each season in its 250 seat recital hall. LCMS has a strong commitment to the creation and presentation of Canadian compositions.

The School is governed by a 12 member volunteer Board of Directors that oversees a budget of approximately 1.4 million. The Principal reports directly to the Board. All staff and faculty report to the Principal. Staff currently consists of an Assistant Principal, Registrar, Accounts Manager, Administrative Assistant, 2 Program Coordinators, and an Artistic Director of Concerts. There are 57 contracted faculty members.

Through the generosity of private and corporate donors and the support of local and provincial government grants, the School has built several endowment funds that offset the cost of operations and allows for support of its students through a generous scholarship and bursary program.

Programs and Initiatives

In its purpose-built facility, LCMS serves approximately 900 students of all ages and abilities through a wide variety of educational programs. It offers instruction in classical, jazz and contemporary styles. The private music lessons are supported by a wide range of enrichment classes that ensure a complete musical education for those students wanting a professional career in music or for those wanting to develop their knowledge of music for life-long enjoyment.

Education and Community Programs beyond private lessons include:

- Rose Gellert Hall Series – 4 concerts featuring renowned local and international artists
- Café Classical Concert Series – 6 concerts including educational pre-concert talks
- Music Intensive Program – for senior students showing significant dedication to their music education
- String Program - 3 levels of string orchestra, chamber music, fiddling, group performance classes
- Master classes with visiting artists
- Free children's choir program
- Early learning programs based on Suzuki and Orff methods
- Outreach programs - low cost string program at local elementary school and programs offered through the community recreation centre

- Composition classes
- Summer Suzuki Workshop sanctioned by the Suzuki Association of the Americas
- General music summer programs

LCMS serves as a resource for the music community within the Fraser Valley Region. The facility is available for rent by community groups and local musicians.

Position Description

The Principal will be a visionary leader responsible for overseeing all aspects of LCMS educational programs, concerts and operations. As an ex-officio member of the Board of Directors, the Principal will participate in strategic planning and be responsible for the successful management of the organization to accomplish the direction set by the Board. The Principal will be ambitious for the organization to achieve the highest level of music education and innovative programming while fostering a sense of community within the organization.

Roles and Responsibilities

Operational management

- Develop an operational plan which incorporates goals and objectives of the faculty and program needs, working towards the strategic direction of the organization
- Draft policies for the approval of the Board and prepare procedures to implement the organizational policies; review existing policies on an annual basis
- Ensure that the operation and educational objectives meet the expectations of LCMS stakeholders
- Provide leadership to staff and faculty to find solutions to administrative challenges that ensure effective day-to-day operations
- Determine staffing requirements for successful operations and program delivery including the hiring and dismissal of staff and faculty members
- Ensure all aspects of human resources planning and management are in accordance with approved policies and labour regulations
- Ensure that operations follow all legal requirements of a registered Charity
- Manage the facilities ensuring on-going maintenance, capital improvements and renovations, safety and security
- Manage rental of the facility, reviewing contracts and ensuring compliance

Financial Planning and Management

- Work with staff, faculty and the Board to prepare a comprehensive annual budget
- Work with the Board to secure adequate funding for the operation of the organization and the delivery of its programs
- Oversee the development of fundraising plans, grant applications and participate in fundraising activities as appropriate
- Manage the organization in a fiscally responsible manner within the board-approved budget and in accordance with accepted non-profit financial accounting practices
- Approve expenditures within the authority delegated by the Board

- Ensure that sound bookkeeping and accounting procedures are followed and comply with the requirements of CRA pertaining to charities
- Work with a contracted accountant and the Treasurer to prepare monthly financial statements and annual audit
- Provide the Board with comprehensive, regular reports on the revenues and expenditures of the organization

Program Planning and Management

- Ensure an effective artistic organizational structure is in place to support the work and the growth of the School
- Lead the artistic team in the planning, implementation and evaluation of the School's programs and services
- Monitor the day-to-day delivery of programs and services to ensure the highest quality programming with input and consultation from artistic administrative team and faculty
- Promote faculty collaboration in developing programs and special projects
- Uphold LCMS' commitment to the creation and presentation of Canadian compositions

Stakeholder engagement and satisfaction:

- Understand and promote the important relationships within the "community" of the organization between faculty, students, parents, staff, and volunteers.
- Perpetuate a culture of collaboration, trust and cooperation within the LCMS community
- Recruit and retain highly skilled faculty that uphold the values and culture of the organization
- Foster effective team work between administration and faculty
- Lead staff to ensure effective day-to-day communication with faculty, students, parents, audience members, renters and volunteers
- Maintain relationships with current donors and sponsors, and cultivate new relationships
- Represent the organization at community activities to enhance the organization's community profile
- Oversee the development of marketing and communications materials, and positive media relations that reflect the quality and diversity of LCMS programs

Traits and Qualifications

The Principal will be a leader, mentor and facilitator capable of building an environment that results in excellence in teaching, learning and appreciating music. The Principal will demonstrate highly developed interpersonal skills, practicing and inspiring professionalism and collegiality and be capable of earning the respect of educators, musicians and staff. The successful candidate will:

- Hold an advanced degree in a music education, performance, arts administration or related field
- Demonstrate administrative ability and financial success in managing complex and diverse programs and people within an educational setting
- Have experience in managing a not-for-profit organization
- Demonstrate a personal commitment to music education for people of all ages as reflected in the School's mission and purpose

- Possess excellent verbal and written communication skills
- Enjoy working with diverse populations of students, faculty, visiting artists, school staff and volunteers to achieve the goals of LCMS

Compensation

This is a full time position. LCMS offers a competitive salary range, negotiated on the basis of experience and qualifications. Expectations of salary may be stated in application.

Application process

The application deadline for the new Principal will be March 21, 2018 or until a suitable candidate is found. Interested candidates are asked to submit a letter and resume (electronic submissions preferred) outlining qualifications and demonstrable accomplishments to:

**Mrs. Sue Anderlini,
President, LCMS Board of Directors
4899 207th Street,
Langley, B.C. V3A 2E4
president@langleymusic.com.**

While we thank all applicants for their interest, only those selected for an interview will be contacted.

Langley Community Music School is an equal opportunity employer.