ST. MICHAEL'S CHOIR SCHOOL
66 BOND ST., TORONTO, CANADA M5B 1X2
Music Office: (416) 397.6367
Academic Office: (416) 393.5518

Employment Opportunity

Operations Coordinator

Choral Institute of St. Michael's Choir School

66 Bond Street - Toronto, ON M5B1X2

Full time (35 hours per week)

Salary: $47,500 – $59, 500

New Position

Overview

Founded in 1937, located in downtown Toronto, **St. Michael's Choir School** is a centre for musical and academic excellence. In partnership with the Toronto Catholic District School Board, and with a current enrollment of 250 boys, the choirs of SMCS tour and perform regularly, including weekly Mass duties at the Cathedral Basilica. **The Choral Institute of the School is seeking a full time Operations Coordinator** as part of our collaborative music team. Reporting to the Director of Operations, the successful candidate must be self-motivated, and detail oriented to provide administrative support to all music staff and programs.

Responsibilities

Music Library

- Collaborate with conductors, musicians, and staff to meet music resource needs in a timely and efficient manner.
- Prepare, organize, and distribute music materials weekly or as needed for rehearsals and performances to the various choirs and music staff.
- Maintain accurate records of music library transactions and inventory.
- Organize, catalogue, and maintain music library collection, including the digital catalogue, scores, physical and digital music copies.
- Procure and order music library supplies.
- Assist music staff in locating, accessing, and utilizing library resources effectively.

Operations

- Assist the Director of Operations in coordinating meetings and events, including tours and concerts.
- Assist the Director of Operations with day-to-day facilities support.
- Assist with the cataloguing and maintenance of the School Archives.
- Other duties as assigned.

General Requirements

- Post-secondary degree or diploma in administration; a degree or diploma in music or library science is considered an asset.
- Experience working in a music library or similar environment is an asset.
- Strong organizational and multi-tasking skills, attention to detail, and ability to manage competing priorities in a fast-paced environment.
- Excellent written and verbal communication skills.
- Proficiency in Microsoft Office (Word, Excel, Outlook) and G-Suite is required.
- Experience with music notation software is an asset (e.g., Sibelius).
- Knowledge of music cataloging standards and practices is an asset.
- Proactive approach to problem solving and resource management.
- Strong interpersonal skills, with the ability to encourage long-term professional relationships and to communicate with clarity and precision.
- Ability to work independently and as part of a collaborative team.
- A passion for music and a commitment to supporting the School's artistic endeavors.
- An understanding of the Catholic Church, its tenets and culture, and respect for its leadership and music.
- Occasionally required to lift office boxes and materials up to 50 lbs.
- A criminal background check will be required of the successful applicant.

Those wishing to be considered should submit their resume and cover letter in MS Word or PDF format noting position number **202601** to: povolo@smcs.on.ca.

The start date is flexible, and the position will remain open until it is filled.
We thank all applicants, however, only those selected for an interview will be contacted.

In compliance with the Accessibility for Ontarians with Disabilities Act (AODA), the Choral Institute of St. Michael's Choir School provides reasonable accommodations to individuals with disabilities. If contacted for an interview, applicants should make any accommodation needs known at that time.

March 2026