

UNIVERSITY OF TORONTO
FACULTY OF MUSIC UNDERGRADUATE ASSOCIATION
FACULTY OF MUSIC ORIENTATION EXECUTIVE

Job Posting: Executive for Faculty of Music Orientation 2023

Job Type: Part-time, contract (see “hours” for details)

Term of Position: March 25th, 2023 - October 31st, 2023

Number of Vacancies: 2

Posted: Friday, March 10th, 2023

Application Deadline: Friday, March 17th, 2023, 11:59PM EST

About the Faculty of Music Undergraduate Association

The Faculty of Music Undergraduate Association (FMUA) is the official undergraduate organization of the Faculty of Music. The Association operates Course Unions for Faculty programs, Commissions, and a number of co-curricular services and business ventures for the benefit of the membership. The Board of Directors is elected annually to represent students at Board meetings and liaison with the Faculty. The FMUA aims to promote positive social and academic environments, promote good relations with the Faculty, and represent the common interests of undergraduate students at the Faculty of Music.

The Faculty of Music Undergraduate Association is committed to the principle of employment equity and encourages applications from members of diverse communities. As such, the Association shall conduct its human resource practices without discrimination on the basis of race, religion, colour, gender, sexual orientation, physical disability, mental disability, ancestry, place of origin, age, marital status, or family status. **Please note that members of the FMUA Board of Directors will oversee the hiring process.**

About the Position

The Orientation Executives shall, in the months preceding, assist the Orientation Co-Chairs develop and execute a program of events and activities for the FMUA’s Orientation 2023, which will run from September 5th-9th, 2023 (subject to change), and shall hire and oversee a team of Leaders who will aid them in these processes. The Executives are responsible for aiding the Co-Chairs in ensuring that the program’s standard, as exemplified in past years, is met once again.

It is also understood by the Executives that they, as staff members of the FMUA, communicate with and seek the approval of the Co-Chairs and/or the current and incoming FMUA Executive on all matters through the Orientation Management Committee.

As staff of the FMUA, the Orientation Executives are bound by the Association's bylaws and policies, which can be found at <https://www.fmua.ca/bylaws-and-policies>.

Responsibilities

- Assist Co-Chairs in oversee all operations of Orientation, including developing, planning, securing and executing a program of activities and events for incoming students with a contingency plan for each event. (This must be finalized and received by the FMUA Executive Committee three (3) weeks prior to the commencement of Orientation).
- Seek collaborations with other organizations and groups on campus.
- Assist in selecting, training, scheduling, and supervising the Orientation Leaders in a fair and equitable manner.
- Assist in ensuring that all Orientation Leaders and adhere to the FMUA Code of Conduct during Orientation.
- Engage with incoming students before and during Orientation.
- Promote and advertise Orientation.
- Attend all meetings of the Orientation Planning Committee (consisting of the Orientation Co-Chairs and Executives).
- Assist in designing a balanced budget to be presented to the Orientation Management Committee for approval.
- Contribute to maintaining complete and accurate financial records and statements of all Orientation expenditures.
- Seek out and engage with sponsors.
- Assist with writing the Final Report of Orientation activities and finances to the FMUA Executive Committee.
- Adhere to the FMUA bylaws and policies.
- Other responsibilities as outlined in the FMUA's Orientation policy.

Qualifications and Skills

- May not concurrently hold office as the FMUA President or VP Internal for the 2023-2024 academic year.
- Experience working in and leading a team.
- Experience with planning, booking and facilitating events and services
- High proficiency with Microsoft Office, as well as e-mail and scheduling software.
- Proficiency with Instagram and other social media platforms.
- Experience with web design and/or graphic design is an asset.
- Financial management and budgeting experience is an asset.

- Experience with students and student organizations is an asset.
- Be available regularly between the months of May, June and July (inclusive) and for the entire duration of August.
- Ability to carry out work with minimal supervision.
- Ability to maintain a mature and respectful demeanor in highly stressful situations.
- Ability to work with a wide variety of people including FMUA Officers and Directors, students, Faculty, staff, and external organizations and other administrators.
- Ability to adapt to changing work environments and yearly Officer and Board of Directors turnover.
- Charismatic, with strong interpersonal and written and verbal communication skills.
- Effective conflict resolution, problem solving, teamwork, and leadership skills
- Detail-oriented and well organized.
- Good written and verbal communication skills.
- Exercise good judgment while working with people in various situations.
- Dedication to the organization and cause is a necessity.

Please Note: For those applicants wishing to run in the 2023 FMUA Winter Elections, please note that Orientation Executives are ineligible for the positions of President and VP Internal as being both the employer and employee would result in a conflict of interest. You may apply for both Orientation Executive and President or VP Internal, but if hired/elected, can only choose one.

Location: Faculty of Music, University of Toronto (in-person and remote). Room 312 (FMUA Office), Edward Johnson Building, 80 Queens Park, Toronto, Ontario, M5S 4C5.

Hours: March – May (inclusive): 1-2 hours per week; June – August (inclusive): 5-7 hours per week; September 5th-9th (subject to change): 12+ hours daily.

Compensation: \$750 honorarium.

Key Relationships: Students, staff, Faculty, University staff and administration, sponsors.

Contact: If you have any questions about the position, please contact the FMUA at info@fmua.ca.

Please fill out the following application form by **Friday, March 17th, 2023, 11:59PM EST**.

The application form can be found here: <https://forms.gle/2MyXsPuY6G1vjSb96>