

Regina Symphony Orchestra
Position Posting
Controller

The Regina Symphony Orchestra (RSO) has a position open for a Controller, acting as the lead financial officer for the organization. This is a senior position in the organization. Duties for the position include, but are not limited to the following areas of responsibility:

1. Payroll for staff, artists, and contractors
2. Management and tracking of all department expenditures, in association with the ED and respective staff as required
3. Management of venue contracts with ED
4. Revenue tracking in association with the Director of Marketing & Development and the Patron Services Manager
5. Month-end reports, and filing of all documents including annual filing for charities (provincial and federal)
6. Preparation of monthly cash-flow reports and budget updates to ED and Finance & Audit
7. Development of a five-year rolling budget and income statement, including current year, two prior years, and draft budget for the following year/preliminary draft budget for the subsequent year
8. Weekly settlement reports during performance weeks, for each show or set of shows, and reconciliation with ticketing software reports
9. Assistance with financial reporting and CADAC reporting to all three levels of government funders, the SSCF, and other funding bodies as required by both project and operating grants
10. Management of RSO benefits program
11. Member/lead for the office Health and Safety committee; interface with RSPCA Health and Safety Officer as required
12. Filing of all documents required for audits, and advance audit prep
13. Make recommendations regarding financial processes, banking, software systems, credit cards, and other daily use financial tools to ED and Finance and Audit, and implement
14. Act as a member of the management team, and provide finance support to all departments

Requirements:

1. Knowledge of not-for-profit financial procedures and requirements, including experience in managing in-kind contributions and deferred revenue
2. Expertise in QuickBooks
3. At least five years controller-level experience (banking background, B Comm, CPA designation all acceptable)
4. Knowledge and experience in preparing for and supporting audit procedures
5. Business-level English communication skills

Assets:

- 1) Some expertise in government reporting an asset
- 2) General interest in music/musical organizations an asset
- 3) Some experience reporting to Board committees an asset
- 4) Experience in a smaller organization and willingness to assist with concert duty assignments



Deadlines for application: Oct 31, 2020. Please submit resume and cover letter to Mike Forrester, Executive Director, at mforrester@reginasymphony.com.

Start date: TBD, depending on availability of the successful candidate

Salary Range: 65 – 70K

Benefits: The RSO offers a full benefit package, pension contribution, six days paid sick leave annually, and a generous holiday allotment, and a flexible, collegial work environment

Please note: *The RSO offices are in a heritage building, and are not completely accessible for some physically disabled persons*

About the RSO:

Long before Regina had gained its status as a city, the cultural arts were beginning to flourish. As good fortune would have it, many of Regina's early settlers, including members of the North West Mounted Police, were talented musicians and vocalists. However, that talent needed the stimulation provided by Scottish immigrant Franklin L. Laubach.

Upon realizing that farming was not for him, Franklin Laubach moved with his family to Regina, where he turned his attention back to his original career in music. By 1904 he had organized the Regina Philharmonic Society, and in 1906 conducted Haydn's Creation at Knox Metropolitan United Church with a chorus of 67 voices and an orchestra of 13 musicians. By 1908 the Orchestral Society was formed, and its inaugural concert was presented in the City Hall Auditorium on December 3 of that year. Laubach continued to work tirelessly, organizing many music events until 1915 when, at the age of 59, he joined the Canadian army. He returned to Regina after WWI and resumed his former role of conductor with the Philharmonic and Orchestral Society which, by 1919, had been reorganized into the Regina Choral and Orchestral Society. The evolution of the orchestra continued when in 1923 the Regina Choral and Orchestral Society became the Regina Symphony Orchestra, the Regina Choral Society and the Regina Male Voice Choir. However, the orchestra's concert programs continued to read "Regina Orchestral Society" until 1970, when it changed to "Regina Symphony" and finally in 1976, 52 years after the motion was made to change the name, it became the "Regina Symphony Orchestra". Darke Hall, on College Avenue, was formally opened in 1929, giving the orchestra its first home after years of playing in various buildings in the city. The orchestra continued to perform through the 1930's – the toughest years on the prairies – and throughout WWII with musicians performing primarily as volunteers, receiving honorariums only when there was a financial surplus.

The period between 1959 and 1981 was that of steady growth for the orchestra. This was due to several significant changes during that time. The first was to the status of the Regina College to that of University. The University expanded its Music Department and hired first-rate musicians as instructors. This allowed the orchestra to start building its professional group. As well, public funding increased during the late 1960s to the early 1980s and the orchestra's home moved to the Saskatchewan Centre of the Arts (now Conexus Arts Centre) in 1970, which allowed the audience to grow from 750 people per concert to more than 2,000.

Today the RSO is a full scale, fully professional orchestra that presents a pre-season outdoor concert, eight Masterworks concerts, five Pops concerts, three kids concerts, six double chamber music concerts, and occasional special concerts. As well, the Regina Symphony Chamber Players present dozens of school concerts each season, perform concerts in southern Saskatchewan communities, and offer free concerts in venues throughout the City of Regina. They also take part in educational activities aimed at students and First Nations youth.

The RSO plays an important role in the cultural fabric of southern Saskatchewan. By continuing to strive for excellence in performance and by remaining relevant to its audiences, the orchestra will continue to grow and to enrich life in southern Saskatchewan. The RSO organization will persist through the dedication, and determination provided by the RSO Music Director, Executive Director, Board of Governors, Musicians and Administration Staff.



REGINA
SYMPHONY
ORCHESTRA
Gordon Gerrard
Music Director

With the support of the orchestra's audiences, sponsors, government and corporate partners the RSO will be performing long into the future.