



THUNDER BAY
SYMPHONY
ORCHESTRA

Paul Haas
Music Director

Confederation College
Sibley Hall Residence
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tbsso.ca

Website and Database Administrator Internship – Fulltime, Paid Internship

The TBSO is hiring a Website and Database Manager Intern. This is a one-year internship with a possibility of permanent, full-time employment.

The Thunder Bay Symphony Orchestra serves the entire Northwestern Ontario region by providing outstanding classical music performances and education programs, and strives to be the best regional orchestra in Canada.

By managing both the TBSO's website and database (Sumac), you will play an integral role in achieving the TBSO's goal of creating meaningful relationships with its concertgoers and supporters. A properly maintained website and database is a key component to building the TBSO's capacity and programming.

The Thunder Bay Symphony Orchestra values diversity and strongly encourages applications from individuals in historically underrepresented groups: Women, Indigenous Peoples, People of Colour, Persons with Disabilities, and LGBTQ+ individuals.

General Responsibilities:

- Oversee smooth and timely installation of software updates
- Ensure reliable, interactive performance of all website plugins
- Liaise with webhost and other third-party web service providers
- Upload new information and news content daily/weekly
- Build and post online subscription campaigns annually
- Assist Marketing Manager with online campaigns and social media promotion
- Assist Director of Development with online fundraising
- Assist with creation and distribution of weekly email campaigns and monthly newsletters
- Manage e-commerce systems and gateways (PayPal, Stripe, etc.)

Data Management:

- Analyze incoming data and analytics from web
- Clean existing data of inconsistencies
- Enter new donor and donation data as it is received
- Create reports and pull data to track campaign progress, ticketing information, etc.
- Respond to ad hoc report requests
- Assist with preparation and mail-out of tax receipts
- Respond to donor information requests
- Ensure donor payment information is current and up-to-date
- Prepare and maintain donor lists
- Prepare mailing lists for annual fund appeals
- Manage and track all donations (online, phone, mail, etc.) and issue tax receipts and thank you letters

Required Skills:

- A post-secondary degree or diploma from the above list of preferred programs
- Experience with, and a solid understanding of, how to build and maintain websites
- Experience with, and a solid understanding of, databases and how they function
- Attention to detail
- Good organization, planning and time-management skills
- Ability to work independently, but also in a fast-paced team environment
- Strong communication skills, with the ability to convey thoughts in a clear and concise manner
- Experience with Mailchimp and social media platforms such as Facebook, Instagram, etc.
- Self-motivated, with ability to set and stay ahead of deadlines
- Tact, diplomacy and a cheerful attitude
- Experience with Sumac CRM is an asset

A recent graduate in the areas of Computer Sciences, Computer Programming, Web Design/Web Development, Nonprofit or Fundraising Management, Library Sciences or Records Information Management, Project Management, or similar background is sought for this position.

Conditions:

- Applicant must be a university or college graduate who has graduated within the last three years from a degree or diploma program through an accredited post-secondary institution
- Must be the first employment in the applicant's field of study
- Applicant must not have been funded by the NOHFC internship program at any other time
- Applicant must be legally entitled to work in Canada

Please email resume and cover letter directly to TBSO: info@tbs0.ca.

This opportunity is made possible by NOHFC: www.nohfc.com

THIS OPPORTUNITY IS
PROUDLY SUPPORTED BY:



Ontario

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