

*303 York Street, Sudbury, Ontario, P3E 2A5*

Phone: 705-673-1280, Fax: 705-673-1434

E-Mail: Symphon1@bellnet.ca

June 26, 2006

Ms/Mr \_\_\_\_\_ :

This letter will confirm your renewal acceptance of the position as Office Assistant/Fundraising Associate for the Sudbury Symphony Orchestra Association Inc., and The Sudbury Symphony Conservatory of Music for a period of two years.

This is a two year term appointment commencing September 1, 2006 ending September 1, 2008 at an annual gross salary of \$ \_\_\_\_\_), payable on a monthly basis. This term appointment is contingent upon the continued financial success of the Sudbury Symphony and satisfactory performance, with a performance review conducted by the Executive Director and one board member every six months.

This employment will comprise a 28 hour work week, (9 am to 5 pm four days per week with a one hour break for lunch) 46 weeks of the year with concert week-ends and fundraising events taken into consideration, which you are required to attend. It is agreed that overtime shall not be financially compensated. Renewal of this appointment will be discussed between the parties prior to September 1, 2008., subject to the criteria outlined above.

Further employment is dependant upon successful completion of each one year term, the salary for this position to be raised by Ms./Mr. \_\_\_\_\_ as part of your normal fund-raising activities each year.

Ms./Mr. \_\_\_\_\_ will be given time off for Bingo days worked during the summer and for Fridays, Saturdays and Sundays worked during the working year. Each Bingo day constitutes 3 hours.

Should your performance not be satisfactory in the opinion of the Executive Director and members of the board or should the Sudbury Symphony be in financial difficulty, your employment may be terminated with ten business days written notice. Similarly you will be required to provide ten business days written notice before resigning the position..

It is understood that statutory deductions shall be made from your salary and that you will be entitled to benefits in accordance with the Employment Standards Act. You will be entitled to 8 days paid vacation per year and it is agreed that vacation will be mutually agreed upon and taken during the term of the contract.

Please see the attached Job description and specific responsibility list. Please sign and return a copy of this letter signifying your acceptance of this position and the terms herein described. We hope that you will find your appointment both challenging and rewarding.

Yours truly,

Executive Director

\_\_\_\_\_

*ACCEPTED:*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_

President 06/07

\_\_\_\_\_

*Calculated at 46 weeks x 7 hours per day x 4 days per week + 25 concert hours + 12 Dinner Auction hours x \$\$ + raises over a two year period.*

2006 Holidays owing to ..... in compensation for Bingo is 7 days.

