

Alison McTavish
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RESUME

Work Experience

- 1994 – present Kanon Artists Ltd. (owner/operator)
Classical musician representative
Sales, scheduling, contracts, grant applications
- 2018 Sept –
March 2020 The Merriam School of Music (part-time)
Customer Service/Bookstore – scheduling, customer care,
monitoring & ordering of supplies,
updating financials, teacher communication, general
administrative duties
- 2018 (spring) The Sound Post (Oakville- branch now closed)
Sales & rentals
- 1990 – 1993 Classical musician agent representative, MGAM (Philadelphia)
Sales
- 1987-1990 New Music Concerts (concert society)
Administrator
Responsibilities: publicity/promotion, ticket sales, hiring musicians,
scheduling rehearsals, composer contract negotiation,
production, hall rental, music rental, instrument rental & shipping,
performing rights, contracts
- 1985-1987 Canadian Music Centre Library
Assistant to the Head Librarian
Responsibilities: circulation, correspondence, assistance with c
ataloguing, customer service
- 1985 Interprovincial Music Camp Library
Responsibility: summer job requiring the entire reorganization of the
camp's music library, including educational materials, scores, parts and documents

Education

M.Mus. University of Toronto, 1985
B.Mus. University of Western Ontario, 1982
Foundations of Digital Communications Strategy & Social Media, U of Toronto 2020