

Virtual Learning and Events Coordinator

The VSO School of Music seeks a committed and hard-working Virtual Learning and Events Coordinator.

Poised to enter its tenth year of operations, the VSO School of Music (VSOSoM) serves a mission to enrich lives through the joy of learning, playing and performing the world's great music; to make these experiences accessible to all, regardless of age, ability, playing level or economic circumstances; and to nurture creative and engaged members of society through achievement in the musical arts.

Because of its unique relationship with the Grammy® and JUNO award-winning Vancouver Symphony Orchestra, the VSOSoM provides a learning environment in which students gain an unparalleled educational experience by working closely with professional musicians in the fields of classical, jazz and world music. The school engages a faculty of 122 of Vancouver's finest teachers, including members of the VSO, and serves over 1,750 students annually.

The VSOSoM Virtual Learning and Events Coordinator helps develop and coordinate new and existing digital learning opportunities as well as managing events and rentals for the School of Music. This includes managing site visits for prospective clients, coordinating room bookings and staffing for rentals and events, provided tech support for students and clients, both in-person and online, as well as creative development of new digital programming. The position interacts with prospective and existing rentals clients, faculty, students and families and VSO and VSOSoM staff teams. The role requires experience in arts education and a solid foundation of knowledge in technology.

The Virtual Learning and Events Coordinator

- Develops and coordinates digital learning opportunities for the VSOSoM
- Provides tech support, both online and in-person for classes, events, rentals and recordings
- Oversees site visits for prospective rental clients
- Develops recruitment strategies for new rental clients
- Liaises with the VSOSoM programming team to develop ideas for digital learning opportunities
- Supports Faculty members with the use of technology both in the School building and virtually
- Provides on-site project management support for classes and events that occur outside of the facility
- Keeps up to date with developments in digital learning and technology across the sector

Qualifications – Required

- Knowledge and understanding of the music education sector
- Experience with digital platforms for virtual meeting and instruction
- An excellent communicator – skilled at communicating with a variety of stakeholders, both internal and external, and including clients, musicians, faculty, students and administration
- Customer service focused – a positive attitude and demeanour, the ability to make all customers, including students, parents, clients, faculty and musicians feel welcomed and valued
- A solver of problems – able to triage a situation into manageable tasks.
- A team player – works well with others, is enthusiastic and supportive
- A flexible attitude – able to jump in when needed to help on projects and events outside of regular duties
- Has exceptional organizational & time-management skills.
- Makes good use of technology at your disposal: computer/smartphone literate, competent in all Microsoft Office applications, databases

Qualifications – Ideal but not Required

- A knowledge of and interest in classical music
- Customer service experience in a client facing role
- Experience in arts administration

Interpersonal Contacts:

Internal: All VSOSoM staff including: Director, Facilities Manager, School Operations Manager, Director of Marketing, Accountant, Student Services Coordinator, Programs coordinator; faculty, students and parents, VSO staff members and musicians

External: Rental clients and prospective clients, other local arts organisations and artists, schools and music teachers

To apply: Resume and letter of interest should be e-mailed to: gillian@vsoschoolofmusic.ca by November 30th, 2020.

The VSO School of Music thanks all applicants for their interest, however, only those applicants selected for an interview will be contacted. No telephone calls, please.