

Programs Coordinator: Ensembles and Special Events

Vancouver Symphony Orchestra

Founded in 1919, the VSO is the third largest symphony orchestra in Canada, and the largest performing arts organization in Western Canada. The VSO creates, curates, and connects irresistible musical experiences—performing 150+ concerts annually in its home, the Orpheum Theatre, as well as numerous venues throughout Metro Vancouver, and online. The organization delivers extensive education programs reaching more than 50,000 young people annually, and community engagement initiatives that reach a further 100,000+ people. Maestro Otto Tausk is the Music Director.

VSO School of Music

Founded 10 years ago the VSO School of Music is a 25,000 square foot state-of-the-art music school located adjacent to the Orpheum Theatre in downtown Vancouver. With a mission to enrich lives through the joy of learning, playing and performing the world's great music, the VSO SoM develops experiences that are accessible to all, regardless of age, ability, playing level or economic circumstances; and by nurturing creative and engaged members of society through achievement in the musical arts. The school serves all ages and abilities, from newborns through those revisiting music in their later years, as well as providing training to Canada's upcoming generations of performing artists. The School is proud to offer individual or group instruction by members of the Vancouver Symphony and other high-quality music educators.

The School also features an acoustically isolated performance theatre (Pyatt Hall) and Reception space which sees a wide-range of arts, entertainment, and corporate groups utilizing the space for performances, recordings, and special events.

WEBSITE: <http://vsoschoolofmusic.ca>

JOB DESCRIPTION:

The VSO School of Music seeks an enthusiastic and committed Programs Coordinator: Ensembles and Special Events.

The VSOSoM Programs Coordinator: Ensembles and Special Events is responsible for all elements of administration for the ensembles of the School of Music, including all String Ensembles, Chamber Groups, Jazz Combos and Big Band, as well as special events including Strings and Piano Festivals, Spring Break and Summer Camps. The position works closely with faculty department heads, ensemble directors and coaches, as well as VSO and VSOSoM staff teams. The role requires experience in arts education and administration.

The Programs Coordinator: Ensembles and Special Events

- Coordinates auditions and sight-reading assessments for ensembles (online and in-person)
- Coordinates student, faculty, and facility schedules for chamber ensemble and jazz combo rehearsals/coachings
- Coordinates facility, equipment, and personnel needs for the ensembles and special events at the school and off-site
- Communicates concert and special event schedules, changes to programs and/or details to students and faculty
- Works with the VSOSoM programming team to develop ideas for ensembles and special events
- Provides on-site project management support for classes and events that occur outside of the facility
- Assists students with registration via phone and email
- Processes refunds and credits as necessary
- Provides administrative support for the festivals and camps, and other special events as they arise

Qualifications – Required

- Knowledge and understanding of the music education sector
- 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 and/or jazz 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, Rentals Coordination; faculty (especially heads of departments), students and parents, VSO staff members and musicians

External: External Venue staff, visiting coaches and adjudicators, other local arts organisations and artists, schools and music teachers

Hours: This is a full-time position, working 35 hours per week, which must include full days Saturdays (other days/hours are negotiable)

Salary: \$35K-\$40K depending on experience