

About the VSO School of Music

VSO School of Music, founded in 2010, 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. With a roster of over 1900 students, 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 a 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.

About the VSO

Founded in 1919, the Vancouver Symphony Orchestra is the third largest symphony orchestra in Canada, and the largest performing arts organization in Western Canada. The VSO is one of a handful of orchestras worldwide that has its own music school: the VSO School of Music. 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 VSO's Music Director and the Artistic Advisor of the VSO School of Music.

Job Description

SoM Marketing and Program Coordinator

We are seeking a highly organized and detail-oriented individual to join our team as the VSO School of Music as our Marketing and Program Coordinator. In this role, you will be responsible for supporting the marketing and program development efforts of our organization. This is a fantastic opportunity for someone who thrives in a fast-paced environment and is eager to contribute to the success of our organization.

The role is primarily focused on all elements of administration for the ensembles of the VSO 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 and Masterclasses. The position works closely with faculty department heads, ensemble directors and coaches, as well as VSO and VSOSoM staff teams.

This will include but not be limited to:

- Support the planning and execution of events, and workshops
- Identifying and utilizing resources to reach target/new audiences
- 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/coaching ;
- 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 in a timely manner;
- Has overall responsibility for the smooth and professional execution of all special events and ensemble rehearsals and concerts;
- Support in the providing direction to staff and volunteers with events where needed
- Works with the VSOSoM programming team to develop ideas for ensembles and special events;
- Supports the smooth and professional execution of special events and concerts;
- Provides on-site 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
- Other duties as assigned

Qualifications

- Bachelor's degree in a related field or equivalent experience
- Proven experience in marketing and program coordination
- Excellent organizational and time management skills
- Strong written and verbal communication abilities
- Ability to work both independently and collaboratively in a team environment
- Knowledge and understanding of the music education sector;
- 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.

Remuneration

Start Date: May 7, 2024

End Date: August 30, 2024

Pay Rate: \$20.00/hr

Full-time, temporary position at 35 hours per week

What it's like to work here

The VSO and the VSO School of Music offer a fast-paced, creative, and strategically minded workplace environment. We are a group of music-loving arts administrators, with a passion for the performing arts, combined with business acumen, personnel management, and leadership, in a strong and collaborative environment. We are proud of the VSO's legacy in musical excellence and are working towards growing our reputation as a world-class orchestra, with state-of-the-art teaching facilities, outreach programs, as well as a community of engaged, philanthropic fans.

The VSO and VSO School of Music offer hybrid working models, though given that we work in live performing events, we know that some evening and weekend work will be required on site.

The VSO and the VSO School of Music value diverse perspectives, experiences and cultures and are committed to fostering an inclusive workplace. We encourage applications for this position from members of all groups experiencing barriers to equity.

Benefits

The VSO and the VSOSoM offer a flexible work environment, extended medical benefits available to full time employees, and other incentives and perks.

To Apply

Please email your resume and cover letter to Jobs@vsoschoolofmusic.ca

Please include **“SoM Marketing and Program Coordinator”** in the subject line.

The VSO SoM thanks all applicants for their interest, only those applicants selected for an interview will be contacted.

Application deadline

Applications will be accepted until the position is filled.