

## **About the VSO**

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 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.

## **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.

## **Job Description- Administrative Assistant- Finance & HR**

We are seeking a highly organized and detail-oriented Administrative Assistant to join our dynamic team at the VSO as part of the Finance & HR team. The successful candidate will play a critical role in ensuring the smooth operation of our department by providing comprehensive administrative support to our team. This

### **VANCOUVER SYMPHONY ORCHESTRA**

**Mailing Address:** 500—833 Seymour Street, Vancouver, BC V6B 0G4 tel 604.684.9100 fax 604.684.9264

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position requires a proactive individual with excellent communication skills, who can manage a variety of tasks efficiently and effectively. The Administrative Assistant will be responsible for records, resume reviews, posting jobs, benefits administration, and maintaining various documents and records. Additionally, this role includes providing exceptional customer service and supporting with data entry and filing.

The ideal candidate must be comfortable working in a fast-paced environment, possess superior organizational abilities, and exhibit a professional demeanor. We encourage innovative thinkers who are eager to contribute positively to our office culture while also fostering their own professional growth. Join our team and contribute to a thriving organization that values accuracy, integrity, and teamwork.

### **Responsibilities**

- Provide administrative support
- Manage day-to-day office activities and tasks
- Maintain and organize files, records, and documents
- Assist with data entry and bookkeeping tasks
- Respond to staff inquiries and provide excellent customer service
- Assist in work permit entries online and tracking
- Maintain and update employee records, ensuring accuracy and confidentiality
- Prepare Canada Summer Jobs applications and required reporting
- Support and assist with office management including ordering office supplies
- Assist with data entry support for the Finance Team
- Benefits Administration
- Other duties as required

### **Requirements**

- Proven experience as an administrative assistant
- Strong proficiency in Microsoft Office Suite (Word, Excel, PowerPoint)
- Excellent organizational and multitasking skills
- Superior verbal and written communication abilities

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- Detail-oriented with a high degree of accuracy
- Ability to maintain confidentiality and handle sensitive information
- Bachelor's degree in business administration, Accounting or HR diploma or certificate or a related field is preferred or equivalent experience

### **Remuneration**

- \$46,000 Annually
- 35 hours a week, Full Time
- Dental and Medical Benefits
- We require all staff to complete a criminal record check that is part of the hiring process and we do not reimburse for the cost

### **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.

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**To Apply**

Please email your resume and cover letter to [employment@vancouversymphony.ca](mailto:employment@vancouversymphony.ca)

Please include “Administrative Assistant- Finance & HR” in the subject line.

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

**Application deadline**

Open Until Filled