

## Artistic Administrator

Founded in 1919, the Vancouver Symphony Orchestra (VSO) is the third largest symphony orchestra in Canada, and the largest performing arts organization in Western Canada. Under the leadership of Music Director Otto Tausk, the VSO has an annual operating budget of \$16 million and performs 150 concerts each year in 16 different locations throughout Metro Vancouver, and in its primary home at the historic Orpheum Theatre.

A key member of the artistic team, reporting to the VSO Vice President of Artistic Planning & Production, the **Artistic Administrator** will oversee:

- All artist contracting (orchestra, guest artists, sold services)
- Creating, circulating and maintaining up-to-date rehearsal and performance schedules
- Artist fee payments, expenses and reimbursements
- Artistic budget tracking
- Hotel and travel arrangements and hospitality requirements for guest artists, in coordination with the VSO Manager, Artist Relations
- Technical riders and guest conductor stage set-up requests, in coordination with the VSO Production Manager
- Relevant and timely production reports for VSO Production, Education, Development, Marketing, Customer Service, Front of House staff
- Engaging of rehearsal pianists, choirs and other local artists/ensembles, as requested
- Visa applications and appropriate tax forms for international guest artists
- Implementation and organizational integration of ArtsVision artistic planning software, in coordination with the VSO Assistant Librarian & Artistic Associate
- Contribute to VSO Family, Pops, Specials and classical subscription programming, as requested

### Desired Qualifications:

- University Degree at Bachelor level, or equivalent with background and training in music
- Excellent organizational skills, and attention to detail
- Excellent verbal and written communications skills
- IT savvy; familiarity with ArtsVision, OPAS or similar artistic planning tools a significant asset
- Experience working with Collective Bargaining Agreements
- Strong time management skills, with ability to deal with concurrent projects and responsibilities
- Reliable, energetic, dedicated, diplomatic and creative, with sound judgement, and the ability to handle confidential information
- Experience within a professional performing arts organisation, or comparable

Resume and letter of interest should be e-mailed to: [employment@vancouversymphony.ca](mailto:employment@vancouversymphony.ca)

The Vancouver Symphony Orchestra thanks all applicants for their interest, however, only those applicants selected for an interview will be contacted. No telephone calls, please.