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**VSO SCHOOL OF MUSIC OPERATIONS ASSISTANT**

The **VSO School of Music** was created in 2010 to provide a modern educational institution next to the Orpheum Theatre, where students of all ethnic and socioeconomic backgrounds could enjoy lifelong learning. The School offers In-person & virtual music classes, lessons & ensembles for **all ages, abilities and aspirations** across stages and genres including Early Years, Classical, Jazz and World Music.

The VSO School of Music Operations Assistant will join the VSO School of Music for 14 weeks between September 14 and December 18, 21.5 hours per week, as part of the Canada Summer Jobs program. Applicants must be between 15 and 30 years of age (inclusive), a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act; and legally entitled to work in the province of British Columbia.

The Operations Assistant will assist in the planning and administration of the VSO School of Music’s 2020/21 school year. S/he will have the opportunity to be involved across all areas of the school, including marketing, financial and student tracking, programming, program implementation, registration and student services.

S/he reports to the Director of the VSO School of Music. The successful candidate will have a background in music and/or education (preferably music education), an extensive knowledge of classical, jazz or world music, excellent administrative and computer skills, and the ability to work with several projects simultaneously in a fast-paced environment. The successful candidate must also be prepared to work independently and remotely, supplying their own computer and internet connection, with the possibility of some in-person activities. S/he will be a self-starter, with superior written and verbal communication skills.

Resumes and letters of interest should be e-mailed to:

Email: [info@vsoschoolofmusic.ca](mailto:info@vsoschoolofmusic.ca)

(please place “Operations Assistant” in Subject Line)

No telephone calls. We thank everyone for their interest, but only those selected for an interview will be contacted.