**Director of Operations (Interim)**

The Vancouver Symphony Orchestra seeks an experienced Interim Director of Operations.

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 performs 150 concerts each year across Vancouver and BC. Its primary home is the historic Orpheum Theatre.

The VSO Interim Director of Operations coordinates all issues related to the orchestra’s musicians, guest artists and facilities. This includes preparing schedules, itineraries and contracts, attending rehearsals and performances to coordinate personnel issues, and ensuring the orchestra is in compliance with contracts for services. The position interacts with musicians, artistic administration, artist managers, technical crews and facility management. The role requires experience in arts management.

The Director of Operations

* Develops and directs the implementation of the master calendar for orchestra operations, including rehearsals, performances, recordings, education, development, marketing and community activities.
* Leverages ArtsVision planning program to ensure all relevant scheduling, programming and orchestra rostering information is consistently and accurately maintained.
* Oversees Stage Production teams in all aspects of operations including staffing, crewing, stage configurations, and technical elements.
* Collaborates with the VP Marketing and Sales in managing and supporting the Digital Production team.
* Liaises with the VSO Music Director and VP of Artistic Planning (or designate) for guest artist engagements. Together with Artist Administrator, issues contracts, provides schedules, disseminates riders, and processes payments for guest artists.
* Updates and implements relevant Health & Safety protocols, liaising with musicians, venues and other stakeholders.
* Responsible for supervising the Artistic Administrator in the administration of the musicians’ collective bargaining agreement, ensuring management compliance with the same.
* Responsible for addressing all orchestra and IATSE crew grievances.
* Oversees the Music Library including library staff, budget and music licensing agreements.
* Prepares and submits operating budgets and forecasts. Monitors expenditures against approved budget.
* Manages and communicates production details to all relevant internal and external stakeholders

**Qualifications – Required**

* Experience in production or stage management for professional organisations at the highest artistic level.
* Demonstrated success and experience in budgeting, expense tracking and analysis.
* An excellent communicator – skilled at communicating with a variety of stakeholders, both internal and external, and including clients, crew, artists, musicians, administration and VIPs. An expert navigator of artistic temperament.
* A solver of problems – able to triage a situation into manageable tasks.
* A diplomat – able to diffuse tense situations and resolve interpersonal conflicts.
* A team player – works well with others and understands how to navigate competing priorities.
* A capable manager & supervisor – able to manage a diverse team, provide constructive feedback/reviews, and manage employee expectations, able to lead team meetings.
* Has exceptional organizational & time-management skills.
* Experience navigating multiple union & venue agreements.
* Makes good use of technology at your disposal: computer/smartphone literate, competent in all Microsoft Office applications, databases – harnesses these tools to help organize work.
* Is able to interpret Workplace Safety & Health policy and ensures a safe workplace for all production activities.

**Qualifications – Ideal but not Required**

* Demonstrated success in staging performances & events.
* A knowledge and interest in classical/symphonic music.
* Experience using databases (i.e. ArtsVision, OPAS or other systems) in the organization of information and documents.

**Interpersonal Contacts:  
Internal:** CEO, Music Director, VP Artistic Productions (or designate), VP Marketing & Sales, Artistic Administrator, conductors, staff, and VSO musicians.

**External:** Board members, community members, volunteers, vendors, donors, and guest artists.

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.