

JOB POSTING: HUMAN RESOURCES MANAGER

The Vancouver Symphony Orchestra (VSO) seeks a Human Resources Manager to join its Administration and Finance Team.

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 for over 500,000 people in 16 different locations throughout Metro Vancouver, in its primary home at the historic Orpheum Theatre, and streaming online at theconcerthall.ca.

The VSO has over 100 employees in both a union and non-union environment. The Human Resources Manager Reports to the Vice President Finance and Administration and will work with all departments on Human Resources related issues.

Specific duties include:

- Processing Administration Payroll and working with payroll clerk to assist with Performance payroll as needed
- Benefit enrollment, reconciliation and monitoring for Administration, Performance and VSO School of Music Payroll
- Maintain Admin attendance – keep track of vacation, OT, time banks, sick leave balances
- Detailed understanding of CBA for both musicians and IATSE to assist with interpretations and grievances
- Support Senior Management Team (VPs and CEO) with HR issues, terminations, basic employment laws and research as needed, on boarding and off boarding employees
- Assist with immigration applications and be familiar with work permit requirements and renewals
- Maintain VSO MSP group plan
- Calculate and remit payroll related payments such as WorkSafe, RRSP and Music Director payments
- Employer Health Tax – file return and ensure setup properly in Payworks for any rate changes
- Reconcile CRA remittances for VSO and VSO School of Music payrolls
- Prepare contracts, job descriptions and post job advertisements for administrative staff, assist with musician and guest artist contract preparation
- Prepare backup for Canada Emergency Wage subsidy application
- Work with VP Finance on establishing new policies as needed
- Assist with office administration including organizational charts, assignment of keys, alarm codes and other office related items

Qualifications:

- 5 years experience in an HR Position and doing payroll
- Designations – Payroll Compliance Practitioner (PCP) or Certified Payroll Manager (CPM)
- Advanced Excel skills
- Excellent written and verbal communication skills
- Familiar with Payworks and Great Plains an asset

Please send cover letter and resume to employment@vancouversymphony.ca and include HR Manager in the subject line. Application deadline May 16, 2021. We thank everyone for their interest but only candidates asked for an interview will be contacted.