

## **Vice President, Production and Operations**

The Vancouver Symphony Orchestra seeks an experienced Vice President, Production and Operations to join its Senior Management 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](http://theconcerthall.ca).

In this new role, the Vice President, Production and Operations will oversee the orchestra's stage and digital production teams, orchestra management, music library, venues and facilities, and artistic administration, ensuring the highest levels of excellence in all areas of operations.

### The Vice President

- Develops and directs the implementation of the master calendar for orchestra operations, including rehearsals, performances, recordings, Education, Development, Marketing and Community activities.
- Oversees Stage Production teams in all aspects of operations including staffing, crewing, stage configurations, and technical elements.
- Oversees the Digital Production team in developing and producing VSO recorded media content in collaboration with the leaders of the Development, Education and Marketing departments.
- Liaises with the Music Director and the Director of Artistic Planning on all matters concerning programming, projects, technical riders, and guest artist engagements.
- Prepares and submits operating budgets and forecasts. Approves and monitors expenditures against approved budgets.
- Manages relationships with VSO performance venues and coordinates bookings.
- Participates in the negotiation of collective labour and media agreements (CFM, IATSE), addresses grievances as required.
- Supervises the Orchestra Manager in the administration of the musicians' collective agreement, ensuring management compliance with the same.
- Oversees the Music Library including library staff, budget and music licensing agreements.
- Manages and communicates production details to all relevant internal and external stakeholders
- Updates and implements relevant Health & Safety protocols, liaising with musicians, venues and other stake-holders.

**Qualifications:**

- Leadership experience in performing arts management, stage production and/or digital production for professional organisations at the highest artistic level.
- Demonstrated success and experience in budgeting, expense tracking and analysis.
- Demonstrated success in staging performances and events.
- Knowledge of and interest in classical/symphonic music
- Skill in communicating with a variety of stakeholders, both internal and external. An expert navigator of artistic temperament.
- Able to manage a diverse team, provide constructive feedback/reviews, and manage employee expectations, able to lead team meetings.
- Able to juggle competing priorities, solve problems and triage a situation into manageable tasks.
- Exceptional organizational and time-management skills.
- Experience navigating multiple labour and venue agreements.
- Fluent IT skills in office applications (MS Outlook, Word, Excel), ability to leverage technology to improve communication and efficiency.

**Interpersonal Contacts:**

**Internal:** CEO, Music Director, Senior Managers, staff, and VSO musicians.

**External:** Board members, community members, volunteers, vendors, venue operators, production crews, and guest artists.