

## **Education Assistant**

### **Organization:**

Vancouver Symphony Orchestra

### **Deadline:**

June 13, 2022

### **Organization Description:**

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. It has an annual operating budget of \$16 million and performs 150 concerts each year in 16 different locations throughout Metro Vancouver, with its primary home being the historic Orpheum Theatre. The VSO delivers 13 acclaimed education programs reaching more than 60,000 young people annually and operates the VSO School of Music, a state-of-the-art community music school in the heart of downtown Vancouver, welcoming students from infancy to their golden years at all levels of playing ability.

### **Website:**

<http://www.vancouversymphony.ca>

### **Job Description:**

The Vancouver Symphony Orchestra is inviting applications for an Education Assistant. This is an 8-week Canada Summer Jobs position starting June 27<sup>th</sup> with some flexibility.

The Vancouver Symphony Orchestra believes that music is vital and essential to a well-rounded education and enriching life. As part of our commitment to bring the incredible world of symphonic music to people of all ages, we have a variety of exciting and engaging programs designed for children, families, adults, elementary and secondary schools, emerging artists, and valued community partners. The Education Assistant is a vital member of the Education Department, working closely with VSO and VSO School of Music staff members and musicians to provide exceptional, high quality music education programming.

Benefits include the opportunity to work remotely part of the time; complimentary concert tickets; the opportunity for advancement and exposure to a wide range of professional roles. This is an ideal position for someone who is passionate about the performing arts, education and enjoys the excitement of bringing a performance to life.

### **Responsibilities:**

This position provides administrative, production, programming, and pedagogical support for the VSO's Education and Community Programs Department.

- Assist with production and presentation of educational performances and events.
- Assist with creation of learning guides and lesson plans that accompany education performances and workshops;
- Assist with Community Engagement activities as well as activities integrated with the VSO School of Music
- Assist with VSO Connects program coordination
- Help prepare, organize, and disseminate Education marketing materials, including creating regular newsletters and communications and overseeing mailouts.
- Help to curate and create content for virtual learning and online performances.
- Respond to routine emails, as part of coordinating VSO Education Programs.

**Qualifications and Skills:**

- Bachelor's degree in music education or performance (complete or near completion) or relevant experience;
- Teaching experience in private and group settings;
- Knowledge of orchestral repertoire and pedagogical concepts;
- Ability to multi-task in a fast paced, busy environment;
- Ability to work independently and take initiative to move projects forward;
- Outstanding organization and communication skills;
- Basic skills in music technology including recording, editing, composing and arranging and relevant software an asset;
- Basic skills in graphic design software an asset.

The Education Assistant is a member of the VSO's Education Department, reporting to the Education Manager. We are seeking a candidate who currently resides or plans to reside in the greater Vancouver area and is available to work in-office at least 3 days per week.

**How to Apply:**

Resumes and letters of interest should be emailed by June 13, 2022 to:

[employment@vancouversymphony.ca](mailto:employment@vancouversymphony.ca)

Please indicate Education Assistant in the subject line.

We thank all applicants for their interest in this position, however, only those selected for an interview will be contacted.

**Remuneration:**

\$17.00 per hour

**Contact Name:** Yvanna Mycyk

**Contact Email:** [employment@vancouverSymphony.ca](mailto:employment@vancouverSymphony.ca)

**Contact Phone:** (604) 684-9100