

The Vancouver Symphony Orchestra

Orchestra Personnel Manager

The Orchestra Personnel Manager (OPM) is responsible for managing and coordinating all activities for the Vancouver Symphony Orchestra (VSO) Musicians. The OPM works closely with the Music Director, Artistic Programmer, Vice President Production and Operations, and the Head Librarian to ensure that the VSO achieves the highest musical standards. This position serves as a liaison between administration and musicians and is responsible for overseeing the execution and enforcement of the relevant collective bargaining agreements.

Founded in 1919, the VSO is the third largest symphony orchestra in Canada, and the largest performing arts organization in Western Canada. The VSO creates, curates, and connects irresistible musical experiences—performing 150+ concerts annually in its home, the Orpheum Theatre, as well as numerous venues throughout Metro Vancouver, and online. The organization delivers extensive education programs reaching more than 50,000 young people annually, and community engagement initiatives that reach a further 100,000+ people. It is the only major orchestra in Canada to have its own music school. Maestro Otto Tausk is the Music Director of the VSO.

Primary Responsibilities:

- Manage, coordinate, and supervise all musician services
- Collaborate with and oversee the work of the Orchestra Personnel Assistant (OPA)
- Ensure compliance with the relevant collective bargaining agreements
- Balance the workload of the musicians through rotation plans
- Coordinate leaves and maintain attendance records for musicians
- Work with OPA to hire substitute and extra musicians
- Oversee the audition and tenure evaluation processes
- Prepare and manage the orchestra budget
- Act as a “trouble shooter” in all performance-related situations concerning the orchestra and orchestra members, and take appropriate action
- Implement updated scheduling and payroll systems

Qualification and Skill Requirements:

- Bachelor’s degree
- A minimum of 5 years of prior orchestra personnel and production administrative experience or a combination of relevant education, training, and experience
- Thorough knowledge of opera/orchestral repertoire and instrumentation
- A commitment to a diverse and inclusive work environment
- Strong aptitude for handling personnel situations directly and adroitly
- Advanced technological proficiency

- Excellent communication skills, written and oral
- Keen attention to detail and the ability to maintain comprehensive documentation

To apply, please email your Resume & Cover Letter to employment@vancouversymphony.ca. The VSO thanks all applicants for their interest, only short-listed applicants who are legally entitled to work in Canada will be contacted. No phone calls please.

The VSO and the VSO School of Music value diverse perspectives, experiences and cultures and are committed to fostering an inclusive workplace. We encourage applications from members of all groups experiencing barriers to equity.