

Artistic Administrator

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 has an annual operating budget of \$17 million and performs 150 concerts each year in 16 different locations throughout Metro Vancouver and in its primary home at the historic Orpheum Theatre.

The successful candidate must possess a track record of facilitating the operation and development of performing arts organizations, be a superior communicator, and have an energetic attitude. This role entails close collaboration with the Production team, working with artists and staff.

The Artistic Administrator will serve as the contact person for all matters related to guest artist relations. The Artistic Administrator will present the VSO in a courteous and professional manner with the guest artists, colleagues in other arts organizations and the VSO School of Music.

A key member of the Production team, reporting to the VSO Artistic Programmer, the **Artistic Administrator's** responsibilities include but are not limited to:

- The overall handling of contracts signed between the VSO and relevant parties (orchestra, guest artists, sold services)
- Ensuring that all relevant paperwork is properly signed, filed, and provided to appropriate departments of the VSO
- Arranging the submission of visa and work permit documentations for guest artists to the relevant government offices
- Circulating and ensuring rehearsals and performance scheduled are followed appropriately, making any adjustments and/if needed
- Ensuring artists' fee payments, expenses and reimbursements are processed
- Working with the Artistic Programmer to ensure budgeted expenses are kept within the approved limits
- Organizing and coordinating all logistic arrangements (transportation, hotel, etc.) for guest artists, in coordination with the VSO Orchestra Personnel Manager
- Technical riders and guest conductor stage set-up requests, in coordination with the VSO Production team
- Preparing relevant and timely production reports for VSO Production, Education, Development, Marketing, Customer Service, Front of House staff
- Engaging rehearsal pianists, choirs and other local artists/ensembles, as requested
- Providing the Visa application form and appropriate tax forms to international guest artists
- Ensuring the relevant information is entered into ArtsVision (artistic planning software), in coordination with the VSO Production team
- Performing other duties as required or assigned by the Artistic Planner

Desired Qualifications:

- University Degree at Bachelor level, or equivalent with background and training in music
- Excellent organizational skills, and attention to detail
- Excellent verbal and written communications skills
- IT savvy; familiarity with ArtsVision, OPAS or similar artistic planning tools a significant asset
- Strong time management skills, with ability to deal with concurrent projects and responsibilities
- Reliable, energetic, dedicated, diplomatic and creative, with sound judgement, and the ability to handle confidential information

- Experience within a professional performing arts organisation, or comparable
- Availability to work on some evenings and weekends based on performance schedule

Resume and letter of interest should be e-mailed to Artistic Planner, Bill Linwood:

bill.linwood@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.