

PROJECT ADMINISTRATOR (CANADA SUMMER JOBS) – Job Posting

About the VSO

Vancouver Symphony Orchestra 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 VSO is one of a handful of orchestras worldwide that has its own music school: the VSO School of Music. 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. Maestro Otto Tausk is the VSO's Music Director and the Artistic Advisor of the VSO School of Music.

About the VSO School of Music

VSO School of Music, founded in 2010, is a 25,000 square foot state-of-the-art music school located adjacent to the Orpheum Theatre in downtown Vancouver. With a mission to enrich lives through the joy of learning, playing and performing the world's great music, the VSO SoM develops experiences that are accessible to all, regardless of age, ability, playing level or economic circumstances; and by nurturing creative and engaged members of society through achievement in the musical arts. With a roster of over 1900 students, the School is proud to offer individual or group instruction by members of the Vancouver Symphony and other high-quality music educators.

The school also features a performance theatre (Pyatt Hall) and Reception space which sees a wide range of arts, entertainment, and corporate groups utilizing the space for performances, recordings, and special events.

Project Administrator – Canada Summer Jobs

The Project Administrator will be responsible for the planning and coordination of projects, special events, and summer camps at the VSO School of Music. This will include but not be limited to:

VANCOUVER SYMPHONY ORCHESTRA

Mailing Address: 500—833 Seymour Street, Vancouver, BC V6B 0G4 tel 604.684.9100 fax 604.684.9264

Location & Courier Address: 500—843 Seymour Street, Vancouver, BC V6B 3L4 | vancouverSymphony.ca

- Planning and logistics coordination in collaboration with the SoM Programming team of summer programming including summer camps and special events
- Liaising with faculty, program leaders and teaching assistants
- Providing excellent customer service with students and parents both digitally and in-person
- Creating and preparing resource materials and information brochures for community events using digital design applications such as Canva and Adobe InDesign
- Connecting with community partners to build relationships through SoM programming and workshops
- Providing organizational support for the VSOSoM's satellite and digital expansion projects (Driver's licence and access to a vehicle would be beneficial)

Remuneration

This full-time, temporary position is 35 hours per week, \$17/hr, for 8 weeks.

What it's like to work here

The VSO and the VSO School of Music offer a fast-paced, creative, and strategically minded workplace environment. We are a group of music-loving arts administrators, with a passion for the performing arts, combined with business acumen, personnel management, and leadership, in a strong and collaborative environment. We are proud of the VSO's legacy in musical excellence and are working towards growing our reputation as a world-class orchestra, with state-of-the-art teaching facilities, outreach programs, as well as a community of engaged, philanthropic fans.

The VSO and VSO School of Music offer hybrid working models, though given that we work in live performing events, we know that some evening and weekend work will be required on site.

The VSO and the VSO School of Music **value diverse perspectives, experiences and cultures and are committed to fostering an inclusive workplace.** We

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encourage applications for this position from members of all groups experiencing barriers to equity.

Benefits

The VSO and the VSO SoM offer a flexible work environment and other incentives and perks.

To Apply

Please email your resume and cover letter to jobs@vsoschoolofmusic.ca

Please include "Project Administrator" in the subject line.

The VSO and the VSOSoM thanks all applicants for their interest, only those applicants selected for an interview will be contacted.

To be Eligible for CSJ hiring, youth must:

- be between 15 and 30 years of age at the beginning of the employment period;
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment**; and,
- have a valid Social Insurance Number

Application deadline

June 5, 2023 11:59PM

Projected start date: June 26th