

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.

Job Description

We are currently hiring for a full-time **Maternity Leave Coverage** for a Development Coordinator.

We are looking for an individual who thrives in a fast-paced work environment, loves fundraising and learning new things.

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

The Development Coordinator will join our Donor Development team who will assist this team with administrative responsibilities including campaign documentation, expense reconciliation, filing, printing, mailing and assisting staff members. The role requires the ability to be detail oriented, organized, have strong oral and written communication skills and the ability to maintain confidentiality. The position is based out of our head office in Vancouver, BC.

RESPONSIBILITIES INCLUDING BUT NOT LIMITED TO:

- Attend to matters that assist the leadership team in their role and responsibilities
- Attend to all matters with a high degree of confidentiality and discretion within and outside of the organization
- Donor Relations Campaign Support
- Prepare team meeting agendas and supporting materials for distribution
- Perform budget reconciliation
- Arrange meetings, and other arrangements, as required
- Provide donor event administration, as needed
- Maintain accurate and up-to-date records of donations, pledges, and donor information using our CRM system.
- Co-ordinate donor mailings
- Respond to donor requests for materials and resources
- Co-ordinate information for donor updates, brochures, grant proposals
- Prepare minutes, letters reports and memos
- Co-ordinate departmental events
- Other duties as assigned

QUALIFICATIONS AND EXPERIENCE:

- Bachelor's degree in a related field or equivalent experience.
- Previous experience in an administrative role, preferably in a fund-raising or non-profit organization.
- Strong organizational skills with exceptional attention to detail.

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- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and experience working with CRM systems.
- Excellent written and verbal communication skills, including proofreading and editing abilities.
- Proven ability to handle multiple tasks simultaneously and work under tight deadlines.
- Professionalism, confidentiality, and the ability to handle sensitive information.

Remuneration

\$45,834.88 Annually

Duration: Maternity Leave Coverage (12 months) with a possibility of extensions.

Start Date: We are looking to fill the role as soon as possible.

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

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Benefits

The VSO and the VSOSoM offer a flexible work environment, extended medical benefits available to full time employees, and other incentives and perks.

To Apply

Please email your resume and cover letter to employment@vancouversymphony.ca

Please include “Development Coordinator” 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.

Application deadline

Applications will be accepted until the position is filled.