

Job Description: Orchestra Personnel Assistant

The Vancouver Symphony Orchestra seeks an **Orchestra Personnel Assistant**. Reporting directly to the Orchestra Personnel Manager the Orchestra Personnel Assistant is responsible for booking extra players to play with the Vancouver Symphony Orchestra, and for the administration of auditions of permanent and extra players. The post-holder will also step up for the Orchestra Personnel Manager at concerts, recordings and rehearsals where appropriate.

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.

Responsibilities of Orchestra Personnel Assistant include:

- Under the direction of the Orchestra Personnel Manager (OPM), engage all extras working with the VSO..
- Keeping an up-to-date and accurate database of all extras engaged by the VSO
- Assist in administering all auditions for permanent and extra players
- Convening the audition panels and liaising with permanent musical staff (Music Director, Concertmaster, section leaders, and orchestral pianist etc) on all matters including repertoire, in conjunction with the OPM.
- Setting times of auditions and panel meetings, in liaison with the Artistic Administrator and OPM.
- Step in for the Orchestra Personnel Manager where appropriate.
- Any other tasks as reasonably directed by the Orchestra Personnel Manager.

Qualifications:

The ideal candidate possesses:

- Good interpersonal and communication skills, both written and verbal
Knowledge of Classical music to degree level or equivalent
Ability to work closely within agreed budgets
An understanding of the demands of orchestral culture
- An ability to act confidentially with sensitive issues

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

Remuneration

This is a half-time 16 hours/week position.

\$28.84 / hr

What it's like to work here

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

Benefits

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

To Apply

Applications will be reviewed on an ongoing basis until this position is filled. Please send cover letter and resume to employment@vancouversymphony.ca Please include "Orchestra Personnel Assistant" in the subject line.

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

Application deadline

Feb. 15, 2024

We thank you for your interest in the Vancouver Symphony Orchestra.