

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- Human Resource Assistant

We are seeking a highly organized and dedicated Human Resource Assistant to join our team at the Vancouver Symphony Orchestra and VSO School of Music, a leading Arts organization. As the Human Resource Assistant, you will play a key role in supporting the HR and Finance team. This position requires excellent interpersonal skills, a strong attention to detail, and a commitment to creating a positive work environment.

Responsibilities

- Assist with the recruitment and onboarding process, including posting job openings, and reviewing resumes
- Assist with employment contracts
- Assist in work permit entries online and tracking
- Maintain and update employee records, ensuring accuracy and confidentiality

VANCOUVER SYMPHONY ORCHESTRA

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

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- Prepare Canada Summer Jobs applications and required reporting
- Support and assist with office management including ordering office supplies
- Support the HR team in developing and keeping current the employee handbook
- Assist in updating the organization phone chart and organization chart
- Assist in the coordination and execution of employee wellness initiatives and activities
- Assist with data entry support for the Finance Team
- Other duties as required

Requirements

- Bachelor's degree in human resources, Business Administration, or a related field, or equivalent experience.
- Strong knowledge of HR policies, procedures, and best practices.
- Excellent communication and interpersonal skills.
- A high level of confidentiality and professionalism.
- Strong attention to detail and organizational skills.
- Proficiency in Microsoft Office Suite and HRIS software.
- Ability to work independently and collaboratively as part of a team.

Remuneration

- \$46,000 Annually
- 35 hours a week, Full Time
- Dental and Medical Benefits
- Start Date September 3, 2024
- We require all staff to complete a criminal record check that is part of the hiring process and we do not reimburse for the cost

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.

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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.

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 “**Human Resource Assistant**” 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

Open Until Filled