

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

The Vancouver Symphony Orchestra seeks a Production Manager to lead the technical and onstage execution of its performances and rehearsals. This role integrates technical direction and stage management leadership within a supported team structure.

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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The Production Manager is a senior onstage leader and a key operational partner to the artistic and production teams. The role is responsible for translating approved artistic and production plans into safe, efficient, and artistically supportive execution across all VSO performances, rehearsals, tours, run-outs, and special events.

The Production Manager plays a central role in shaping production systems and building a sustainable stage management structure. This position leads a small Production team and is supported by an Assistant Production Manager/Production Coordinator.

The Production Manager focuses on planning, technical leadership, and oversight, while day-to-day preparation, documentation, and show execution are shared across the team.

This role is designed as a leadership and systems position, not a single-person delivery model.

Reporting Relationship

The Production Manager reports to the Senior Vice President, Artistic.

The role leads onstage production operations and works in close collaboration with artistic operations staff, venue partners, and IATSE crews. The Production Manager will help build and supervise a developing technical and stage management team, establishing the structure, processes, and staffing that support safe, efficient, and artistically successful performances.

Key Responsibilities

Production and Technical Leadership

- Lead the technical and onstage execution of all VSO performances and rehearsals, ensuring a safe, organized, and artistically supportive working environment.
- Serve as one of the organization's principal stage management leaders and a primary point of reference for onstage matters during rehearsals and performances.

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- Function as Technical Director for orchestral productions, coordinating technical requirements across venues and performance contexts.
- Support the execution of approved artistic and production plans by translating requirements into practical and executable staging solutions.
- Exercise real-time decision-making authority during rehearsals and performances to ensure safety, continuity, and artistic focus.

Stage Management and Onstage Operations

- Prepare and oversee stage plots, stage set-ups, and production plans in coordination with the artistic and production teams.
- Manage rehearsal and performance flow, including calls, cues, transitions, and onstage logistics.
- Coordinate instrument, equipment, and technical rentals, including keyboard tuning and specialized technical needs.
- Serve as lead or supervising stage manager for major productions and provide onstage coverage as needed, supported by additional stage management staff.
- Ensure accurate rehearsal orders, rosters, and onstage documentation are posted and distributed.

Crew, Labour, and Venue Coordination

- Supervise and coordinate IATSE crew in collaboration with venue Head Carpenters and production leadership.
- Support adherence to applicable collective agreements, including AFM Local 145 VSS-VMA and IATSE agreements, with guidance from senior leadership.
- Coordinate with venues and external vendors regarding load-in, load-out, deliveries, and technical schedules.
- Support the maintenance of positive, professional relationships with performance venues.

Scheduling, Systems, and Administration

- Implement and maintain production schedules in coordination with artistic operations and production leadership.
- Participate in production meetings and contribute to clear, timely communication across departments.

- Contribute to the development and refinement of production systems, documentation, and workflows that improve clarity, consistency, and reliability across the season.
- Track production-related documentation, schedules, and service provider invoices.
- Support the preparation and tracking of production-related budgets, including tours, special events, and recordings.

Safety and Policy Compliance

- Promote and maintain a safe working environment for musicians, crew, staff, and guest artists.
- Support the implementation and execution of VSO health and safety policies and procedures.
- Serve on safety or occupational health committees as required.

Team Development

- Contribute to the recruitment, training, scheduling, and mentorship of stage management staff.
- Serve as a principal onstage leader alongside future Assistant Production Manager and contract stage management personnel.
- Participate in the long-term development of a sustainable production and stage management structure.
- Demonstrate openness to mentorship and professional development in areas such as budgeting, long-range planning, and labour processes.

Qualifications

- Demonstrated experience in production management, technical direction, and/or stage management within orchestral, theatrical, or live performance environments.
- Experience leading technical and onstage operations in complex, multi-venue performance settings.
- Strong leadership presence onstage, with the ability to balance collaboration, authority, and calm decision-making in live performance environments.
- Proven ability to plan, prioritize, and execute multiple concurrent productions with a high degree of organization and attention to detail.

- Excellent communication skills, both written and verbal, with the ability to work effectively across artistic, technical, administrative, and venue teams.
- Sound judgment and professionalism when handling sensitive or time-critical situations.
- Strong understanding of the demands of orchestral life. Musical literacy and experience working with professional orchestras are highly valued.
- Experience navigating unionized performance environments and working productively with stage crews and collective agreements.
- Comfort working with digital scheduling, documentation, and organizational tools, including production databases and shared systems.
- Proficiency with standard office software, including Excel.

Assets

- Experience with Vectorworks or similar stage plotting software.
- Willingness to obtain Level 2 First Aid certification.
- Experience supporting ancillary production needs across departments.
- Experience with touring productions, recordings, or special events.
- Interest in mentoring and developing emerging stage management staff.

Working Conditions

- This is a full-time position requiring regular evening and weekend work.
- Significant on-site presence is required during rehearsals, performances, and production periods.

Remuneration

\$75,000 - \$79,000 based on experience

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

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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.

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 **Production Manager** 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 accepted until position is filled