

About the Vancouver Symphony Orchestra

The Vancouver Symphony Orchestra (VSO) is one of Canada's leading orchestras, enriching lives through the power of music. With a deep commitment to artistic excellence, community engagement, and innovation, the VSO presents a wide range of performances and educational initiatives across the region.

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

Vancouver Symphony Orchestra

The VSO is seeking a skilled and collaborative Production Stage Manager to support the planning and execution of rehearsals and performances. This is a hands-on, onstage leadership role that is central to delivering seamless, high-quality live experiences for audiences and artists alike.

Working closely with the Production Manager and Artistic Operations teams, the Production Stage Manager ensures that artistic, technical, and operational

elements come together efficiently and effectively in a fast-paced live performance environment.

Key Responsibilities

Stage Management & Onstage Operations

- Lead stage management for rehearsals and performances, including calling cues, managing transitions, and maintaining rehearsal flow
- Serve as the primary onstage contact for musicians, guest artists, and technical crew
- Ensure consistent and accurate stage setups in alignment with production requirements
- Prepare and distribute rehearsal schedules, call sheets, and rosters

Production Coordination

- Support the preparation and execution of concert productions, including stage plots, equipment lists, and technical requirements
- Coordinate instrument and equipment needs with internal teams and external vendors
- Maintain accurate and up-to-date production documentation

Crew & Venue Collaboration

- Work collaboratively with IATSE crews and venue teams to coordinate load-ins, changeovers, and load-outs
- Support labour calls and on-site technical operations
- Facilitate effective communication between production, artistic teams, and venue partners

Safety & Operations

- Promote a safe and organized working environment in compliance with health and safety standards

- Anticipate and resolve operational challenges in real time

Qualifications

- Experience in stage management, production coordination, or technical direction within live performance environments
- Strong organizational and time management skills with the ability to manage multiple priorities
- Confident leadership presence and ability to perform under pressure
- Excellent communication and interpersonal skills with a collaborative approach
- Experience working in unionized environments (IATSE and/or AFM) is an asset
- Familiarity with orchestral or music-based productions is an asset

Working Relationships

This position reports to the Production Manager and works closely with Artistic Operations, musicians, guest artists, and technical crews. Collaboration and clear communication are essential to success in this role.

Working Conditions

- Full-time position based in Vancouver, BC
- Regular evening and weekend work required
- Significant on-site presence during rehearsals, performances, and production periods

Equity, Diversity & Inclusion

- The Vancouver Symphony Orchestra is committed to fostering a welcoming, inclusive, and respectful workplace. We believe diversity of backgrounds, perspectives, and experiences strengthens our organization and the communities we serve.

- We encourage applications from individuals of all identities and lived experiences, including those who identify as Indigenous, Black, racialized, persons with disabilities, 2SLGBTQIA+, and individuals from other equity-deserving communities.
- We recognize that not every candidate will meet every qualification listed. If you are passionate about this role and feel you would be a strong contributor, we encourage you to apply.
- The VSO is committed to providing accommodations throughout the recruitment process. If you require support or accommodation, please let us know.

Remuneration

- Full-Time | Vancouver, BC
- Salary: \$70,000-\$75,000 annually

Benefits

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

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.

To Apply

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

Please include “**Production Stage 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

Open Until Filled