

## **The Calgary Philharmonic Orchestra/ – Logistics Coordinator (Volunteer Opportunity)**

Job Title: Logistics Coordinator

Location: Calgary, AB

Start Date: September 2015

Length of Term: 10 months

Business Unit: Education and Outreach

Responsible for the administration and logistics of the Education and Outreach activities at CPO

### **Key Responsibilities may involve:**

- Assist & coordinate afterschool music program – (attendance roster, snacks, supervision)
- Provide payroll information to the Finance department to pay musicians for small ensemble work, producing payroll reports twice a month for Finance
- Manage program logistics and attend Open Rehearsal, Rush Hour, CPO In Medicine Hat concerts, school visits, small ensemble outreach, and school clinics
- Introduce and supervise Open Rehearsals (6 per year)
- Develop itinerary of week-long small ensemble tour of rural Alberta once a year of eight concerts
- Provide musician bookings for the CPO's small ensembles
- Cultivate and maintain relationships with students, families and community partners
- Manage online social media marketing for Education and Outreach
- Organize pre- and post-concert school visits for Education concerts
- Maintain list of CPO small ensembles and manage bookings
- Manage Education and Outreach parent/student volunteers, secure support staff to help program execution
- Assist with children's pre-concert activities relating to Symphony Sundays for Kids
- Process registration and funds related to Ed & Outreach
- Assist with communication with vendors and musicians
- Provide agenda & minutes for committee meetings (6-9 per year)
- Manage Educational Clinics in high schools and with high school band groups
- Process contracts for client bookings

### **Qualifications:**

- Sound management expertise; degree in Music preferred, excellent interpersonal & communication skills with ability to manage conflict
- Ability to influence others positively and cultivate relationships with students teachers and
- Experience with children as a teacher or program coordinator
- Goal-oriented with ability to work independently and manage multiple tasks under tight timelines
- Superior time-management, planning and prioritization skills
- Ability to establish and maintain trust and confidentiality
- High computer technology competency

### **Benefits:**

- Receiving vouchers to enjoy some CPO concerts
- Growing from observing and interacting with professional musicians, educators and program developers
- Gaining experience in the arts and culture field

Please send your application to [rchoi@calgaryphil.com](mailto:rchoi@calgaryphil.com)