

CAREER OPPORTUNITY



CONCERT OPERATIONS COORDINATOR

The Calgary Philharmonic Orchestra (CPO) is a pillar of Calgary's vibrant arts community and since 1955, has grown to be one of Canada's most celebrated live music ensembles. Each Season, the CPO presents classical masterworks, pop favourites, bold collaborations, and cutting-edge new works. Led by Music Director Rune Bergmann, the CPO consistently attracts world renowned guest artists and dynamic conductors. The Orchestra welcomes over 100,000 visitors annually and, in 2017, launched its live-stream initiative — an immersive, digital concert experience for audiences around the world.

THE ROLE

The Calgary Philharmonic Orchestra is looking for a Concert Operations Coordinator to join the Artistic Operations team. You will be a key member of the CPO artistic administrative team and must demonstrate the core values of the CPO — professionalism, sound judgment, and ethics, to name a few.

The Concert Operations Coordinator is responsible for ensuring that administrative details for guest artists and orchestra musicians are completed and processed, including administering contracts, schedules, fee payments, immigration paperwork, and other aspects. This position serves as a hub of information; coordinating with key members of the team to ensure that all schedule information and other critical information is communicated to guest artists and the Music Director accurately and efficiently. You will serve as main point-of-contact for guest artists when they perform with CPO.

The ideal candidate has a passion for orchestral music, and wants to pursue a career in arts administration. This important team member is dedicated, efficient, a quick learner, and has excellent attention to detail. Superior communication skills, a professional demeanor and tact is paramount in this role.

The Concert Operations Coordinator reports to the Director, Artistic Operations, and works collaboratively with the full administrative team, artist and production managers, and orchestra musicians.

KEY RESPONSIBILITIES

- Coordinates all contracting in Artistic Operations department
- Arranges hotel and travel for guest artists and visiting orchestra musicians
- Prepares advance schedules and final itineraries for all guest artists
- Processes guest artist payments
- Serves as primary contact for guest artists while they are performing with CPO
- Ensure guest artist rider requirements are fulfilled
- Pick-up and deliver materials for Artistic Operations team as required
- Ensure set-up and clean-up of dressing rooms and Conductor's Suite before/after concerts

- Track guest artist hotel and travel expense lines in budget
- Process paperwork for international guest artists and orchestra musicians

DESIRED QUALIFICATIONS

- Energetic self-starter
- Dependable, reliable and resourceful, and ensures discretion when working with confidential information
- Organized, with the ability to calmly multiple task with efficiency
- Some familiarity with classical music, particularly orchestral repertoire
- Experience working with OPAS database an asset
- Valid driver's license
- Intermediate MS Office skills
- Strong interpersonal and communication skills
- Excellent time-management and prioritization skills with experience meeting deadlines and understanding priorities
- Ability to thrive in a fast-paced, constantly changing work environment

ADDITIONAL DETAILS

- Office location: Arts Commons, Floor 2, 205 8 Avenue SE Calgary AB T2G 0K9
- The Calgary Philharmonic Orchestra is an equal opportunity employer

APPLICATION PROCESS

Deadline: 28 September 2018

Please send cover letter, resume and salary expectations in PDF format to:

HR@calgaryphil.com with the e-mail subject line 'Concert Operations Coordinator_CPO_last name, first name'

We thank you for your interest in the Calgary Philharmonic Orchestra. Please note only successful candidates will be contacted.