

# Artistic Coordinator

The Calgary Philharmonic celebrated 65 years as a pillar of Calgary's vibrant arts community in 2020 and has grown to be one of Canada's most celebrated live music ensembles. Led by Music Director Rune Bergmann, the Orchestra presents classical standards, pop favourites, bold collaborations, and cutting-edge new works and attracts world-renowned guest artists and dynamic conductors each season. In addition to 66 orchestra musicians, the Calgary Phil is one of two major symphony orchestras in Canada that has its own chorus of over 125 volunteer singers, which celebrates 60 years in 2023. In a typical season, the Calgary Phil welcomes over 100,000 visitors to the concert hall, connects with thousands of students through its educational programs, and reaches audiences worldwide through free and accessible digital programming.

## The Role

The Calgary Phil seeks a detail oriented and energetic Artistic Coordinator to join its administrative team. The Artistic Coordinator is responsible for ensuring that administrative details for guest artists are completed and processed, including administering contracts, schedules, fee payments, immigration paperwork, and other aspects.

The Artistic Coordinator reports to the Manager, Artistic Operations and serves as a hub of information; coordinating with key members of the Artistic + Education/Outreach, and Operations teams to ensure that all schedule and other critical information is communicated to guest artists, guest conductors, the Music Director, and Resident Conductor accurately and efficiently; and serves as main point of contact for guest artists when they perform with the Calgary Phil.

## Responsibilities

- Coordinate all contracting in Artistic + Education/Outreach Department
- Arrange hotel and air and ground travel for guest artists
- Prepare advance schedules and final itineraries for all guest artists
- Process guest artist payments
- Serve as a primary contact for guest artists while in Calgary to perform with the Calgary Phil
- Ensure guest artist rider requirements are fulfilled
- Pick-up and deliver materials for Artistic + Education/Outreach 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
- Liaise inter-departmentally and share Artistic + Education/Outreach materials with Marketing and Development teams
- Other duties and responsibilities as assigned and consistent with the administrative / support role

## Desired Qualifications

- Post-Secondary Education, or equivalent experience
- A minimum of two years experience in live events, concert production, and/or artistic management
- High level of interpersonal skills to handle sensitive and confidential situations with maturity, poise, and discretion

- Effective organizational and clerical skills with the ability to meet deadlines consistently
- Ability to represent the Calgary Phil professionally and effectively with a wide range of constituents including orchestra members, staff, board, guest artists, audience members, and others
- Appreciation for, understanding of, and sensitivity to the needs of professional artists, including orchestral musicians, guest artists, and conductors
- Knowledge of Microsoft Office 365 and aptitude to learn new software is essential
- Ability to read music, knowledge of symphony orchestra structure, and familiarity with musical terminology is beneficial
- Valid Driver's License with good driving record
- Excellent written and verbal communication skills
- Keen attention to detail
- Be a team player with a positive attitude

### **Additional Details**

- The salary range for this position is \$40,000.00 to \$50,000.00 annually dependent on related job experience
- This position requires evening and weekend work to support Guest Artist activities at orchestra rehearsals and performances. Presence on concert site is required.
- The Calgary Phil is trialing a hybrid remote work program until 31 July 2023. Employees who are eligible for this program can work up to three days/week from an appropriate remote location.
- As part of our full compensation package, Calgary Phil offers three weeks' vacation, a comprehensive benefits package that includes RRSP contributions, health coverage, an employee assistance program, bonus days off, and other non-cash benefits.
- Office location: Arts Commons, Floor 2, 205 8 Avenue SE Calgary AB T2G 0K9

### **Application Process**

Deadline: 31 March 2023

Applications will be reviewed on a regular basis and suitable candidates may be contacted before the deadline.

Preferred start date: 1 May 2023

Please send cover letter, resume to:

Jason Stasiuk

Manager, Artistic Operations

HR@calgaryphil.com with the subject line "Artistic Coordinator"

The Calgary Phil is committed to fostering an anti-racist, equitable, diverse, and inclusive environment and, as such encourages qualified candidates from a diverse range of backgrounds.

If you require an accommodation for the recruitment/interview process, please let us know so that we can work with you to assist with your needs.

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