

Artistic Administration Manager

The Calgary Philharmonic has been a pillar of Calgary's vibrant arts scene since 1955 and in that time has grown to be one of Canada's most celebrated live music ensembles. Led by Music Director Rune Bergmann, the Orchestra presents a wide range of concerts, inspiring education programs, and reaches audiences worldwide through free and accessible digital programming. In addition to 66 full-time orchestra musicians, the Calgary Phil is one of two major symphony orchestras in Canada that has its own chorus of over 120 volunteer singers. In a typical season, the Calgary Phil welcomes over 100,000 visitors, connecting audiences to live music experiences, and serves the city of Calgary by fostering creativity and belonging. Your Phil. Your Music.

The Role

The Artistic Administration Manager assists the Director, Artistic + Education in the planning and presentation of the Calgary Phil concert season. This role supports all programming and has a particular focus on Pops, Symphony Sundays for Kids, and select Special concerts and projects— from generating ideas, negotiation, contracting, and communicating all details to relevant team members to ensure successful and artistically rewarding presentations.

Responsibilities

- Assist with and facilitate the concert season planning process, with specific focus on Pops, Symphony Sundays for Kids, and select Special concerts and projects.
- Work with Director, Artistic + Education with input from Education + Outreach Manager, Director, Marketing + Sales, and Associate Director, Sales to develop and document concert season pacing
- Negotiate contracts for non-classical concerts to engage conductors, soloists, composers, arrangers, and other required personnel, licensing and rights, and with presenting partners as required, working within budget parameters
- Communicate relevant information to Orchestra Operations team and other Calgary Phil admin, chorus and artistic leadership as applicable to ensure successful execution of concert productions and collaborations
- Manage Artistic Coordinator, supervising preparations of artistic contracts, itineraries, fee requisitions and payments processing for Calgary Phil season concerts.
- Liaise with Calgary Phil's home venue Arts Commons (soon to be known as Werklund Centre) and other venues on holds and bookings for concert season planning
- Be knowledgeable of clauses within the Collective Bargaining Agreement that must inform and guide the artistic planning processes for compliance
- Ensure artistic details are entered promptly and kept up to date in OPAS database system
- Serve as secondary point of contact for OPAS administration around users, file structure and reports (primary point of contact is the Information Management Specialist)
- Serve as Power User for SharePoint System and as liaison for technical matters involving Artistic + Education Department
- Report to Director, Artistic + Education each month on guest artist fees, chorus expenses, commissioning expenses, and other expense and revenue lines, as assigned.

- Proof artistic content for Marketing and Development materials, as required
- Contribute to Calgary Philharmonic Society meetings with Calgary Philharmonic Players Association committees, including Programming, Resident/Associate Conductor, and Orchestra Committees as needed
- Manage and report on music licensing needs of the organization for performances and media
- Supporting the Director, Artistic + Education, to create and prepare Artistic Budget framework, and input assigned budget lines
- Ensure alignment with financial goals of the Calgary Phil with respect to non-classical programs
- In collaboration with Director, Artistic + Education, develop analysis tools for assessing concerts for the factors of quality, sustainability and audience connection
- Review all contract riders with applicable departments to disseminate information as needed
- Concert and rehearsal duty as assigned
- Stay informed around industry and local trends that impact this work

Desired Qualifications

- Results-oriented professional with a minimum of 5 years of experience in arts administration, with specific experience in orchestral music programming and/or live performing arts events
- University Degree at Bachelor Level (music degree preferred), or equivalent personal/work experience with various musical genres,
- Strong knowledge of various musical genres
- Strong interpersonal and people management skills
- Strong communication skills
- Experience negotiating contracts
- Proven ability to build and maintain relationships with key stakeholders such as agents, guest artists, conductors, etc.
- Ability to work in a fast-paced team environment and respond calmly to challenging situations
- Strong attention to detail
- Good working knowledge of Word, Excel, PowerPoint, Outlook. Willingness to learn new programs, particularly OPAS (Orchestra Planning and Administration System)
- Reliable, energetic, creative and respectful, possessing sound judgment and the ability to handle confidential/sensitive information
- Flexibility in working hours is required with a combination of regular daytime hours in addition to various evenings and weekends based on the rehearsal/concert duty schedule
- Must have valid Driver's licence

Additional Details

- This position is full-time with an annual salary ranging from \$70,000 to \$80,000 The successful candidate who meets the required qualifications can expect to start at the mid-range salary level.
- This position will require evening and weekend work
- The Calgary Phil is trialing a hybrid remote work program. 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 3 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

Application deadline: 15 January 2025

Applications will be reviewed regularly, and suitable candidates may be contacted before the deadline. No phone calls or emails please.

Please send cover letter and resume to:

Andrea Davison,

Director, Artistic + Education

HR@calgaryphil.com with the subject line "Artistic Administration Manager"

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

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

Follow the Calgary Philharmonic @calgaryphil on Facebook, Instagram, and LinkedIn and register for email updates at calgaryphil.com/newsletter.