

Artistic Coordinator, Pops

For seven decades, the Calgary Philharmonic has been bringing communities together through the power of music. A pillar of the Calgary arts scene and one of Canada's most celebrated live music ensembles, the Calgary Phil presents more than 60 concerts a season across a wide range of programming — epic classics, thrilling collaborations, rockin' pops, family fun, and much more. The Calgary Phil also engages thousands of children each season through innovative and accessible Education and Outreach initiatives. 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 140 volunteer singers. In a typical season, the Calgary Phil welcomes over 100,000 visitors, connecting audiences to live music experiences and serving the city of Calgary by fostering creativity and belonging. Your Phil. Your Music.

The Role

The Calgary Phil seeks a detail oriented and energetic Artistic Coordinator, Pops to join its administrative team. The Artistic Coordinator, Pops 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 towards a positive and successful engagement with the Calgary Phil.

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

Responsibilities

- Coordinate all aspects of guest artists' appearances with the Calgary Phil for Pops and selected Special projects including:
 - Contracting
 - Arrange hotel and coordinate air and ground travel
 - Prepare advance schedules and final itineraries
 - Process payments
 - Serve as a primary contact while guest artists are in Calgary to perform with the Calgary Phil
 - Ensure guest artist rider requirements are fulfilled
 - Pick-up and deliver materials for Artistic team as required
 - Ensure set-up and clean-up of dressing rooms and Conductor's Suite before/after concerts
 - Track assigned guest artist hotel and travel expense lines in budget
 - Liaise inter-departmentally and share Artistic materials with Marketing and Development teams
- Other duties and responsibilities as assigned and consistent with this 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. Knowledge of OPAS (Orchestra Planning and Administration Software) would be an asset
- 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 \$45,000.00 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. Employees who are eligible for this program may 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: 2 September 2025

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

Please send cover letter, resume to:

Andrea Davison

Director, Artistic + Education

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

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.