

# Education + Outreach Coordinator

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 Education + Outreach Coordinator to join its administrative team. The Education + Outreach Coordinator is responsible for ensuring that administrative details for the Education + Outreach programs are properly executed and tracked, as well as operational and logistical components for special projects, off-site concerts, events, and workshops.

The Education + Outreach Coordinator reports to the Manager, Education + Outreach and serves as a hub of information; coordinating with key members of the Calgary Phil administrative departments and musicians to ensure that all schedule and other critical information is communicated.

## Responsibilities

- Coordinate and communicate all details for school clinics, small ensemble, and education and outreach activities across the organization and with external partners
- Collect and track data of participants in education and outreach activities
- Format and distribute materials for education and outreach programs
- Serve as a primary contact for offsite education and outreach activities, including pick-up and delivery of support materials for locations in and around Calgary and provide on-site support
- Oversee the education and outreach planning calendar, ensuring all details are included in event descriptions, proactively troubleshooting potential timing conflicts and communicating event updates across the organization
- Other duties and responsibilities as assigned and consistent with the administrative / support role

## Desired Qualifications

- Post-Secondary Education, or equivalent experience
- Experience in live event environments with a passion and understanding of the value of music education; experience in music education is a plus
- High level of interpersonal skills, a team player with a positive attitude
- Ability 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 musicians, staff, board members, guest artists, audience members, and others

- Knowledge of Microsoft Office 365 and an aptitude to learn new software is essential
- Experience using OPAS and other project tracking systems is an asset
- Valid driver's license with good driving record
- Valid police and vulnerable sector checks
- Ability to lift and carry up to 30lbs, navigating stairs and elevators
- Effective written and verbal communication skills
- Keen attention to detail
- Ability to read music, knowledge of symphony orchestra structure, and familiarity with musical terminology would be beneficial
- Familiarity with the provincial climate as it relates to arts, culture, and education would be an asset

### **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 work outside of typical office hours, including evening and weekend work to support Education + Outreach activities
- This role is eligible to work remotely when completing administrative tasks, but otherwise is primarily required on-site
- As part of our full compensation package, Calgary Phil offers three weeks' vacation, a comprehensive benefits package that includes health coverage, an employee assistance program, bonus days off, and other non-cash benefits
- A Police Information Check will be required from the successful applicant
- Office location: Arts Commons, Floor 2, 205 8 Avenue SE Calgary AB T2G 0K9

### **Application Process**

Deadline: 19 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:

Alysha Armanious

Manager, Education + Outreach

HR@calgaryphil.com with the subject line "Education + Outreach 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.