

Communications 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

We are looking for an enthusiastic and organized Communications Coordinator to join the Calgary Phil team. In this role, you'll oversee advertising sales for Prelude magazine, help craft compelling content, and assist with event communications. This position is perfect for a detail-oriented communicator who thrives in a dynamic, creative environment. The Communications Coordinator reports to the Communications Manager and will work closely with all members of the Calgary Phil's administrative team and Orchestra.

Key Responsibilities

- Assist with writing marketing copy — website and newsletter content, articles, and social media
- Write and distribute event speeches
- Coordinate advertising for Prelude magazine, including sales, tracking, and invoicing
- Support the Communications Manager with media outreach
- Track and archive media stories
- Coordinate in-house printed programs, sponsor reports, and other development collateral
- Coordinate pre-concert chats and marketing tables at festivals/events
- Submit content for Calgary event listings
- Represent Calgary Phil at tradeshow and/or festivals and other related marketing activities
- 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 a communications/marketing role
- Excellent written and verbal communication skills, with a keen attention to detail
- High level of interpersonal skills
- Proficiency in Microsoft Office 365 and an aptitude to learning new software is essential
- Experience in Adobe Suite an asset
- Ability to work collaboratively and independently in a fast-paced environment
- Excellent organizational skills and the ability to build internal and external relationships
- A sincere interest in arts and culture, particularly performing arts

Additional Details

- This is a full-time position with a salary range of \$45,000 to \$50,000 annually depending on related job experience
- This position will require evening and weekend work at select concerts and events
- 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: Werklund Centre, Floor 2, 205 8 Avenue SE Calgary AB T2G 0K9

Application Process

Application Deadline: 30 January 2026

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:

Zoltan Varadi

Communications Manager

HR@calgaryphil.com with the subject line "Communications 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 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.