

Production 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

This position oversees the day-to-day execution of all production, logistical, and technical aspects of Calgary Philharmonic Orchestra services. You will report to the Interim Associate Director, Production, and work closely with all members of the Calgary Philharmonic's administrative team and Orchestra.

Key Responsibilities

- Manage the execution of all aspects of production for all venues where the orchestra performs (includes reviewing technical information, following Calgary Phil protocols and adhering to the Musician's Collective Bargaining Agreement)
- Hire appropriate local crew (moving crew and truck drivers), ensuring the quality, effectiveness, and efficiency of crew members.
- Ensure set-up of performance stage: instruments, chairs, stands, podium, as well as lighting, sound, climate control, risers, and platforms where required, and any other special performance requirements for all concerts and rehearsals.
- Act as on-site production lead for all Calgary Phil services
- Maintain inventory of stage and production equipment and instruments, advise on maintenance and possible acquisitions.
- Ensure safe working environment and that backstage facilities are in good working order.
- Act as Calgary Phil communication conduit for local production crews and guest technical crew.
- Compile and distribute daily production reports for all Calgary Phil productions.
- Periodically take orchestra attendance and report any inconsistencies to the Orchestra Personnel Manager

Qualifications

- Significant experience in all production aspects of live entertainment, theatre and/or orchestra production
- Demonstrated experience in leading various sizes of production crews
- Proven leadership experience, including coaching and managing teams through challenges
- Demonstrated experience in reading, interpreting and implementing stage designs, lighting plans and audio requirements
- Strong written and verbal communication skills; strong computer skills
- High level of organization and attention to detail; able to manage multiple concurrent tasks within a fast paced, collaborative performance environment
- Working knowledge of production operations, venue logistics and Health & Safety best practices in a live performance setting

- Demonstrated commitment to anti-racism, equity, inclusion, and diversity, and the ability to embed these practices into operational decision-making and team culture
- A valid driver's licence and experience driving 5-ton 26' box trucks would be considered an asset

Compensation and Details

- 5-Month Contract Term, February – June 2026
- Salary: Based on a 37.5 hrs week - \$35/hour
- Schedule: This position requires evening and weekend work aligned with rehearsals and performances

Application Process

This position will remain open until filled. Applications will be reviewed on an ongoing basis, and interviews will be scheduled as suitable candidates are identified. No phone calls or emails please

A Police Information Check will be required from the successful candidate.

Please send cover letter and resume to:

Frank Gallant
Production Manager
HR@calgaryphil.com with the subject line "Production 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.

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