

Information Systems + Technology Specialist

The Calgary Philharmonic celebrated 65 years as a pillar of Calgary's vibrant arts community in 2020 and has grown to be one of Canada's most celebrated live music ensembles. Led by Music Director Rune Bergmann, the Calgary Phil presents classical standards, pop favourites, bold collaborations, and cutting-edge new works, and attracts world-renowned guest artists and dynamic conductors. In a typical Season, the Orchestra welcomes over 100,000 visitors to the concert hall and reaches audiences around the world through its free and accessible digital programming and live-stream initiative — an immersive, online concert experience that launched in 2017. Follow the Calgary Philharmonic @calgaryphil on Facebook, Instagram and Twitter, and register for email updates at calgaryphil.com/newsletter.

The Role

We are looking for an Information Systems + Technology Specialist to review the design and use of information systems across the Calgary Phil. This person will analyze, document, and effectively understand data collected and used, as well as manage communications between system users and administrators. The ideal candidate is a self-starter who can find efficiencies and paths to link data from different systems into a useful form from which we can learn and adapt to meet our vision.

The Information Systems + Technology Specialist reports to the Director, Finance + Administration, and works collaboratively with the full administrative team.

Responsibilities

- Support digital strategy development for the organization
 - Document department data requirements
 - Align data across departments
 - Process identification with data dependencies
 - Facilitate report design and development
- Act as the primary conduit between system administrators/developers and end-users with a focus on data alignment
 - Facilitate communication and coordinate objectives
- Manage relationships with third party technology vendors and be the primary contact for organizational information systems training i.e. ongoing cybersecurity training
- Implement, monitor, and maintain systems
- Track system functionality
- Oversee the maintenance, backing up, and securing of databases, as well as retrieving files when needed
- Maintain updated IT infrastructure and assets
- Purchase new software and hardware equipment within budget

Desired Qualifications

- Degree in Computer Science or similar field
- 3 to 5 years of experience in a similar role
- Familiarity with different operating systems
- Strong communication skills and the ability to ask the right questions to get the information needed
- Technology-savvy; able to resolve technical difficulties
- Strong analytical skills
- Knowledge of the latest trends and development in the industry
- Demonstrated ability to work independently

Additional Details

- This is a full-time position. Salary range is \$75,000 to \$85,000 annually.
- The Calgary Phil is trialling a hybrid remote work program until July 31, 2023. 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

Deadline: 3 August 2022

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

Please send cover letter, resume, and salary expectations to:

Maria Lamas

Director, Finance + Administration

HR@calgaryphil.com with subject line 'Information Systems + Technology Specialist'

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 Philharmonic Orchestra. Only successful candidates will be contacted.