

Operations Assistant

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 Orchestra presents classical standards, pop favourites, bold collaborations, and cutting-edge new works, and attracts world-renowned guest artists and dynamic conductors each season. In addition to 66 orchestra musicians, the Calgary Phil is one of two major symphony orchestras in Canada that has its own Chorus of over 100 volunteer singers, which celebrates 60 years in 2023. In a typical season, the Calgary Phil welcomes over 100,000 visitors to the concert hall, engages more than 10,000 students through educational programs, and reaches audiences worldwide through free and accessible digital programming. Follow your Calgary Phil at @calgaryphil on social media and register for email updates at calgaryphil.com.

The Role

We are looking for an enthusiastic Operations Assistant to join the Calgary Philharmonic's Orchestra Operations team. This position will assist in Orchestra Personnel, the Music Library, and in the production of Calgary Phil concerts. The Operations Assistant will report to the Director, Orchestra Operations and will work closely with all members of the Calgary Philharmonic's administrative team and Orchestra.

Responsibilities

- Assist in the management of all musicians in the Orchestra.
- Assist in the hiring of extra musicians.
- Support the implementation of the Collective Bargaining Agreement for all orchestra services.
- Take attendance and document all payroll adjustments at orchestra services.
- Liaise between the musicians, orchestra steward and the administration at all orchestra services.
- Assist in the administration and implementation of orchestra auditions.
- Support the Production Manager, as necessary.
- Provide assistance in the Music Library (bowings, distribution of music, general organization).
- Support the Artistic team in the successful execution of performances.
- Help facilitate communication between the conductor, concert hall crew and the Operations team.
- Aid in maintaining the record keeping and files associated with Orchestra Operations.
- Support an atmosphere of communication and collaboration between all parties associated with Calgary Phil activities.

Desired Qualifications

- Experience working in a performing arts organization.
- Ability to read music.
- Strong organizational skills, basic knowledge of Microsoft Office and other potential computer software programs.
- High attention to detail with a conscientious and diplomatic demeanor.
- The ability to work independently and maintain confidentiality and discretion when addressing sensitive issues.

- Proactive, industrious, and an ability to navigate multiple tasks within necessary timelines.
- Strong communication skills, and capable of working collaboratively within a team.
- A sincere interest in arts and culture.

Additional Details

- This is a full-time position. Salary range for this position is \$40,000 to \$50,000 annually.
- This position requires working evenings and weekends to support Orchestra rehearsals and performances.
- There is a physical requirement to this role. The ability to lift boxes, musical scores, and chairs/music stands is required.
- The Calgary Phil is trialing a hybrid remote work program until 31 July 2023. Employees who are eligible for this program can work up to three days/week from an appropriate remote location. However, given the need for this position to be regularly on site, less flexibility would apply.
- 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: 17 October 2022

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

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

Michael Thomson

Director, Orchestra Operations

HR@calgaryphil.com with the subject line 'Operations Assistant'

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.