

Artistic Coordinator

The Calgary Philharmonic has been a pillar of Calgary's vibrant arts scene since 1955 and in that time has grown to be one of Canada's most celebrated live music ensembles. Led by Music Director Rune Bergmann, the Orchestra presents a wide range of concerts, inspiring education programs, and reaches audiences worldwide through free and accessible digital programming. 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 120 volunteer singers. In a typical season, the Calgary Phil welcomes over 100,000 visitors, connecting audiences to live music experiences, and serves the city of Calgary by fostering creativity and belonging. Your Phil. Your Music.

The Role

The Calgary Phil seeks a detail oriented and energetic Artistic Coordinator to join its administrative team. The Artistic Coordinator is responsible for ensuring that administrative details for guest artists are completed and processed, including administering contracts, schedules, fee payments, and other aspects.

The Artistic Coordinator reports to the Manager, Artistic Operations and serves as a hub of information; coordinating with key members of the Artistic + Education/Outreach, and Operations teams to ensure that all schedule and other critical information is communicated to guest artists, guest conductors, the Music Director, and Resident Conductor accurately and efficiently; and serves as main point of contact for guest artists when they perform with the Calgary Phil.

Responsibilities

- Coordinate all contracting in Artistic + Education/Outreach Department
- Primary contact for Music Director, including managing their calendar, supporting communications across the organization, and facilitating rehearsal requirements
- Arrange hotel and air and ground travel for guest artists
- Prepare advance schedules and final itineraries for all guest artists
- Process guest artist payments
- Serve as a primary contact for guest artists while in Calgary to perform with the Calgary Phil
- Ensure guest artist rider requirements are fulfilled
- Pick-up and deliver materials for Artistic + Education/Outreach team as required
- Ensure set-up and clean-up of dressing rooms and Conductor's Suite before/after concerts
- Track guest artist hotel and travel expense lines in budget
- Liaise inter-departmentally to coordinate guest artists' extra activities such as social media promotion, masterclasses, and other similar events
- Other duties and responsibilities as assigned and consistent with the administrative/support role

Desired Qualifications

- Post-Secondary Education, or equivalent experience
- A minimum of two years experience in live events, concert production, and/or artistic management
- High level of interpersonal skills 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 members, staff, board, guest artists, audience members, and others
- Appreciation for, understanding of, and sensitivity to the needs of professional artists, including orchestral musicians, guest artists, and conductors
- Knowledge of Microsoft Office 365 and aptitude to learn new software is essential
- Ability to read music, knowledge of symphony orchestra structure, and familiarity with musical terminology is beneficial
- Valid Driver's License with good driving record
- Excellent written and verbal communication skills
- Keen attention to detail
- Be a team player with a positive attitude
- Ability to lift and carry up to 30lbs, navigating stairs and elevators

Additional Details

- The salary range for this position is \$40,000.00 to \$50,000.00 annually dependent on related job experience
- This position requires evening and weekend work to support Guest Artist activities at orchestra rehearsals and performances. Presence on concert site is required.
- The Calgary Phil has 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 the full compensation package, Calgary Phil offers three 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: 10 June 2024

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

Preferred start date: 8 July 2024

Please send cover letter, resume to:

Jason Stasiuk

Manager, Artistic Operations

EA@calgaryphil.com with the subject line "Artistic 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.