

PhilKids Program 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 Philharmonic Orchestra is hiring two **(2)** contractors in the role of Program Coordinator for its after-school music program PhilKids. Reporting to the Program Lead, the Program Coordinators facilitate in person lessons by keeping track of inventory, attendance, scheduling, and other administrative tasks.

Responsibilities

- Commit to the musical development of students in the PhilKids program
- Help create strong relationships with families by contributing your love of music to the positive atmosphere at PhilKids
- Work alongside Teaching Artists, Administrators, and Volunteers to maintain good communication and program efficiency
- Attendance tracking at lessons and assisting Teaching Artists during transitions
- Snack supervision and facilitation at lesson and performance days

Desired Qualifications

- Experience in elementary education settings.
- First Aid Certification.

Requirements

- Current Police Information and Vulnerable Sector Check.
- Reliable transportation to schools in Calgary's north-east and south-east quadrants.
- This position requires you to attend PhilKids sessions on-site as per the schedule below.

Additional Details

- This position is part-time with an hourly rate of \$22
- Lessons are held four days a week at two separate schools:
Falconridge Elementary School – Monday / Wednesday from 3PM to 5:30PM
Keeler Elementary School – Tuesday / Thursday from 2:20PM to 4:50PM
- PhilKids follows the Calgary Board of Education's Traditional Calendar and the Modified Calendar:
PhilKids lessons do not take place on school holidays
- Program Coordinators may also be asked to complete administrative tasks in two-hour blocks outside of the weekly lesson times

Application Process

Application deadline: 12 November 2024

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:

Alysha Armanious

Manager, Education + Outreach

aarmanious@[Calgaryphil.com](mailto:aarmanious@Calgaryphil.com) with the subject line "Philkids Program 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 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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