



Associate Director of Artistic Operations

The Calgary Philharmonic Orchestra announces an opening in its Artistic Operations department, suitable for an experienced and dedicated orchestra administrator. This position reports to the Director of Artistic Operations.

Responsibilities include:

- In conjunction with the Director of Artistic Operations and the Music Director, assisting with season programming and planning, with specific responsibility for Pops, Symphony Sundays for Kids and select Special concerts.
- Negotiating contracts for various projects, guest artists and orchestra sold services; liaising with Alberta Ballet and Calgary Opera regarding the financial and logistical details of the CPO's annual engagements.
- Supervising the day-to-day operations of all CPO activities to ensure high quality performances and productions, working closely with the Production Manager, Personnel Manager, Orchestra Librarian and Artist Liaison.
- Liaising with Epcor Centre regarding bookings of the Jack Singer Concert Hall for rehearsals and concerts.
- With the Director of Artistic Operations, building and updating the season schedule.
- Managing the core orchestra master budget, and issuing and tracking musician contracts.
- Serving on the CBA negotiations team, with research and analysis being a key part of the role.
- Setting bi-monthly meetings of the Orchestra Committee, and acting as meeting chair.
- Coordinating pre- and post-concert events.
- Managing the CPO's live recording project, and working with the Director of Artistic Operations and Production Manager on planning for tours and other special projects.
- Handling immigration paperwork for core musicians and guest artists.
- Performing concert duty (shared amongst CPO staff) and some airport pickups.
- Proofing *Prelude*, the CPO house programme.

Qualifications:

- A minimum three years' experience working in an orchestra environment.
- Advanced knowledge of classical symphonic repertoire; musical training an asset.
- Excellent organizational and interpersonal skills, and faultless attention to detail.
- The ability to see large projects through from initial concept to final product.
- Exceptional verbal and written communication skills, and strong negotiating skills.
- The ability to work in a fast-paced, team environment, and to manage multiple projects.
- The ability to work evenings and weekends.
- Computer proficiency (MS Office, including Excel); experience with ArtsVision or OPAS database an asset.
- Valid driver's license.

Please e-mail CV and cover letter in confidence to info@cpo-live.com by October 14, 2011 at 5:00 pm with CPO JOB APPLICATION in the subject line. Only those candidates selected for an interview will be contacted.