



EDMONTON
SYMPHONY
ORCHESTRA



WINSPEAR
CENTRE

Career Opportunity
Media & Artistic Operations Coordinator
Edmonton Symphony Orchestra & Francis Winspear Centre for Music

Are you a media-savvy, event planning expert?
Do you excel at building relationships?
Is music your passion?
Would you like to work in the heart of the Downtown Arts District?

The Edmonton Symphony Orchestra & Winspear Centre is hiring a **Media & Artistic Operations Coordinator** to provide support to both the Artistic and Communications Departments. In this position you are responsible for developing and maintaining relationships with the media, including pitching story ideas to editors, coordinating interviews and media attendance at events, and distributing media releases. You will coordinate all guest artist needs in Edmonton, from the administration of contracts and payments to handling all logistics for travel and accommodations. You are responsible for ensuring that artists are provided with the highest level of care and consideration by preparing welcome packages and handling schedules. This role requires someone who is resourceful, independent, calm under pressure, and exceptionally organized. Your gift for making people feel comfortable under any circumstance is important, as well as your proven ability to think ahead and be prepared for all eventualities with a Plan B (or C, or D...). As a representative of the ESO & Winspear Centre team, your impeccable interpersonal skills and proficiency with the written word are essential. A post-secondary degree in music is required. Equivalencies based on a combination of experience and education will be considered for candidates able to demonstrate a thorough knowledge of music.

If you want a high energy job in the music industry that makes use of your meticulous attention to detail *and* your natural people skills, contact The Winspear Centre at info@winspearcentre.com to learn more about the position and the many benefits of starting a career with one of Edmonton's finest arts organizations.

FRANCIS WINSPEAR CENTRE FOR MUSIC

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CELEBRATING
ESO
YEARS OF SPECTACULAR MUSIC!