

Assistant Artistic Administrator

The TSO announces an opening in its Artistic Department, suited to an outgoing, dedicated and detail-oriented individual with a passion for music, and a desire to succeed in the field of Arts Administration. This position reports to the Artistic Administrator.

Responsibilities include:

- Arrange guest artists' travel and accommodation, in conjunction with artist management companies, and prepare, issue, and update their itineraries.
- Act as the primary contact for guest artists while they are in Toronto, and create a welcoming environment by ensuring that all needs are met, including practice time/space, ticket requirements and hospitality.
- Issue and track all guest artist contracts in OPAS (Orchestra Planning and Administration System).
- Facilitate artists' ancillary activities in conjunction with various TSO departments (including Education, Marketing/Publicity, Development), the Toronto Symphony Volunteer Committee, and CBC Radio.
- Build and maintain relationships with artist managers, industry colleagues, and relevant vendors, including hotel staff, restaurants, and travel agents.
- Assist the Artistic Administrator and the Composer Advisory Group with organizing listening sessions, score review, liaising with visiting composers and other details related to the New Creations Festival and the performance of new music. Also assist the Artistic Administrator with TSO commissions, from the grant application process to the premiere performances.
- Project and track the travel and accommodation lines of the artistic budget. Reconcile actual expenses to budgeted expenses following each performance week.
- Perform and coordinate concert duty (shared amongst Artistic and Operations staff) and airport pickups, and generate pickup schedule.
- Proofread TSO materials, such as press releases, house programmes, season brochures, and concert advertisements as required.
- As directed by the Artistic Administrator, and under the guidance of the Director of Artistic Planning, assist with programme implementation, as required.
- Other duties as assigned.

Minimum Qualifications

- Excellent organizational skills, and faultless attention to detail.
- Exceptional verbal and written communications skills.
- Computer proficiency (MS Office, including Excel); experience with OPAS (Orchestra Planning and Administration System) an asset.
- University Degree at Bachelor level, or equivalent. Background and training in music essential; music degree preferred.

- At least 3 years experience in Arts Administration or a closely related field.
- Knowledge of classical symphonic music essential; working knowledge of popular, jazz, and other genres an asset.
- Ability to work in a fast-paced environment involving extended hours, including applicable evenings and weekends.
- Reliable, energetic, creative, and respectful, possessing sound judgment and the ability to handle confidential/sensitive information.
- Ontario driver's license required.

Please e-mail resume and cover letter to: tsojobposting@tso.ca

Apply by **Tuesday, November 15** at 5:00pm

Subject heading: Assistant Artistic Administrator

The Toronto Symphony Orchestra thanks all applicants for their interest. However, only those applicants selected for an interview will be contacted. No telephone calls please. Interviews for selected candidates will take place on **Tuesday, November 22** and **Wednesday, November 23, 2011**.

Founded in 1922, the Toronto Symphony Orchestra is one of Canada's major cultural institutions and among the top orchestras in the world. Under the leadership of Music Director Peter Oundjian, the TSO is committed to innovative programming and showcases a roster of distinguished guest artists and conductors. In addition to performances, the TSO serves the community with one of the largest musical outreach programmes in Canada, connecting students throughout Ontario with curriculum based programming. www.tso.ca