

## **Toronto Symphony Orchestra Education Co-ordinator**

The TSO announces an opening for the position of Education Co-ordinator, suited to an outgoing and detail-oriented individual with a passion for music education, and a desire to succeed in the field of Arts Administration. This position reports to the Senior Manager of Education.

### **Responsibilities include:**

- Assisting with the successful planning, monitoring and delivery of TSO education activities.
- Confirming dates and performance details for all programmes through contracts, and phone and email communication.
- Liaising with TSO musicians by promoting the education programmes to non-education musicians, and sharing necessary information about programmes with current education musicians.
- Creating, editing and organizing the distribution of promotional and resource materials related to the Preludes, Adopt-A-Player and Student Concert programmes including, but not limited to, yearly brochures and website content in collaboration with other departments of the TSO.
- Participating in concert duty activities, specifically those related to Student Concerts, Adopt-A-Player and Young People's Concerts but, on occasion, for non-education concerts.
- Assisting, where needed, with Toronto Symphony Youth Orchestra activities, including, but not limited to, concerts, camp weekend, and concerto competition.
- Promoting the TSO and its education programmes to teachers, school board representatives, volunteers, community leaders and other stakeholders as appropriate.
- Assisting the Director of Orchestra Operations & Education Programmes, and the Senior Manager of Education Programmes on various projects, as required.

### **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 (music degree strongly preferred), or equivalent background and training in music.
- At least two years experience in Arts Administration or a closely related field.
- Strong knowledge of classical symphonic music.
- 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](mailto:tsojobposting@tso.ca)

Subject heading: TSO Education Co-ordinator

**Apply by noon (12 pm) on Wednesday, November 30, 2011.** Candidates being offered interviews will be notified on Thursday, December 1, 2011.

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 **Friday, December 2, 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](http://www.tso.ca)