

Job Posting: Program Coordinator, Young Artists Collegium

Ann & George Nation Conservatory School of Classical Music

Compensation and scope of work: \$50,000 - \$55,000 / annum permanent full-time salary at 0.4 FTE (\$20,000 - \$22,000) for an average of 15 hours / week. Workflow and volume of work varies based on time of year and program demands. Benefits included.

Application Deadline: November 4, 2024.

Start Date: December 1, 2024.

How to Apply: We invite those interested in exploring this opportunity further to **electronically submit** a cover letter and resume, relevant supporting materials, and contact information for two references to:
Office of the Dean (dean@vcm.bc.ca)
Attention: Simon MacDonald, Artistic Director, Young Artists Collegium Program

Located on the Ləkʷəŋən traditional territory, known today as the Songhees, Esquimalt, WSÁNEĆ (Tsartlip, Tseycum, and Tsawout) and Scia'new (Beecher Bay) Nations, the Victoria Conservatory of Music identifies Equity, Diversity, Inclusion and Reconciliation among its Core Values and encourages applications from candidates of diverse backgrounds.

Founded in 2006, the [Young Artists Collegium Program](#) provides colleagues or peers for exceptional young musicians, supporting and challenging them to become the best they can be, in music and in life. Delivered in an after-school format Mondays or Wednesdays, the Collegium is an enriched program for talented young classical musicians – strings, winds, brass, and pianists – all brought together with outstanding teachers to create a lively, collaborative educational experience devoted to the pursuit of musical excellence. It provides the environment to develop and thrive as soloists and as chamber musicians with all the necessary tools to think critically and work as a team.

As a member of the Conservatory's artistic staff, the successful applicant will be an integral part of the growth and success of the Young Artists Collegium Program, within the Ann & George Nation Conservatory School of Classical Music. Reporting to the Collegium Artistic Director, the role of the Collegium Program Coordinator is to support, nurture, enable, and facilitate the work of all those involved with the program. This is achieved through helping to create and sustain a spirit of open communication, consultation, collaboration and collegiality, while personally building and maintaining a broad knowledge and familiarity with Conservatory people, programs, and operations. This position supports and collaborates with the Collegium Artistic Director in developing and maintaining a productive environment for excellence in teaching and learning in the Collegium Program.

Qualifications and Requirements:

- Excellent organizational skills, including ability to regularly review established and as needed, develop new operational procedures in consultation with the program's artistic director.
- Excellent communication skills, including with program participants and parents, program teaching faculty and visiting artist mentors, administrative, marketing / communications, and facilities staff, as well as program volunteers.
- Lived experience in the field of arts administration, coordinating arts program logistics, including scheduling and booking of appropriate spaces and equipment in conjunction with instructors, as well as with administration and facilities staff for all related program activities, concerts, and events.
- Knowledge and experience contributing to and working within an annual program budget process, accurately tracking program expenses, as well as following established organizational policies and practices with respect to contracting, payroll, and other related tasks.
- Ability to accommodate a reasonable amount of flexibility within work schedule: Weekly average of 15 hours generally worked over two to three days, including main program days (Mondays and Wednesdays); and additionally, some fluctuation (+/- 3 to 5 hours/week) according to program needs and time of year.
- Musical training in the Classical genre as well as experience as music performer and/or instructor are considered valuable assets.