VICTORIA CONSERVATORY OF MUSIC

Job Posting: Student Performance Request Coordinator

Hours: Part-time / 2.5 hours per week

Compensation: $30/hr for 12 months contract

Application Deadline: Until the position is filled

Start Date: December 1, 2026

To Apply: Please submit a resume by email to Tricia Baldwin, Dean, at dean@vcm.bc.ca.

> Located on the Lək̓ʷəŋən 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, accessibility, and reconciliation among its guiding ideals, and encourages applications from candidates of all identities and backgrounds.

Overview

The Student Performance Request Coordinator, reporting to the Dean, is responsible for managing external requests for student performances from initial inquiry through to event completion. This includes coordinating bookings, confirming event details, facilitating agreements and payments, and serving as the primary point of contact for clients, students, and faculty. Acting as an ambassador for the Victoria Conservatory of Music, the Coordinator promotes performance opportunities that showcase the talent of Conservatory students while ensuring a professional, positive, and equitable experience for both clients and performers.

Key Responsibilities

Student Performance Request Coordinator:

- Liaising with Conservatory Front Desk/Registration and other administrative or artistic departments, as needed, to ensure processes are up to date regarding information collection from prospective event hosts, payment of Performance Request Fee as applicable, use of forms, communication to students or faculty, and finding suitable performers as per requests received.
- Liaising with event hosts/clients to confirm all applicable event details, that Performance Request Fee has been paid as applicable, that compensation offered to students is fair and equitable, and that guidelines pertaining to engaging Conservatory students for external performance opportunities, as set in consultation with the Dean, are upheld.
- Maintaining regular contact with the Dean (at least once per month) to provide an update on activity, successes, and challenges.

This list of duties is not exhaustive; other duties may be assigned as business needs require.

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Strengths and Skills

- Strong communication and relationship-building skills with students, faculty, staff, and external clients.
- Excellent organizational, coordination, and time-management abilities with strong attention to detail.
- Customer service focused, with the ability to manage multiple requests professionally, efficiently, and with a high level of responsiveness.
- Ability to work independently, exercise sound judgment, maintain confidentiality, and collaborate effectively across departments.
- Knowledge of music and experience working with or organizing young musicians.
- Strong diplomacy and interpersonal skills when working with clients, students, faculty, and community partners.
- Commitment to timely follow-up, accuracy, and providing a positive client experience.

Qualifications and Requirements

- Post-secondary or secondary education in Classical Music or an equivalent combination of education and experience.
- Experience in administration, event coordination, customer service, arts administration, or a related role.
- Proficiency with Microsoft Office Suite and the ability to learn new software and database systems.
- Experience coordinating schedules, bookings, or client services is considered an asset.
- Familiarity with the music, education, or performing arts sector is preferred.

Other Requirements

- A valid Criminal Record Check is required.
- Ability to work on-site at the Downtown location as required.
- Occasional evenings or weekend availability may be required to support performances, events, or operational needs.