

Interim Artistic Coordinator, Pops

For seven decades, the Calgary Philharmonic has been welcoming communities together through the power of orchestral music. A pillar of the Calgary arts scene and one of Canada's most celebrated live music ensembles, the Calgary Phil presents more than 70 concerts a season across a wide range of programming — epic classics, thrilling collaborations, rockin' pops, family fun, live movie scores, and much more. The Calgary Phil also engages thousands of children each season through innovative and accessible Education and Outreach initiatives. In addition to 66 full-time orchestra musicians, the Calgary Phil is one of two major symphony orchestras in Canada that has its own chorus — over 160 volunteer singers. In a typical season, the Calgary Phil welcomes over 100,000 visitors, connecting audiences to live music experiences and serving the city of Calgary by fostering creativity and belonging. The Calgary Phil Belongs to Everyone.

The Role: Parental Leave Coverage 19-month contract

The Calgary Phil seeks a detail oriented and energetic Interim Artistic Coordinator, Pops to join its administrative team. The Interim Artistic Coordinator, Pops is responsible for ensuring that administrative details for guest artists are completed and processed, including administering contracts, schedules, fee payments, immigration paperwork, and other aspects towards a positive and successful engagement with the Calgary Phil.

The Interim Artistic Coordinator, Pops reports to the Director, Artistic + Education and serves as a hub of information; coordinating with key members of the Artistic + Education/Outreach, and Orchestra Operations teams to ensure that all schedule and other critical information is communicated to guest artists, guest conductors, and Artistic Leadership accurately and efficiently; and serves as main point of contact for guest artists when they perform with the Calgary Phil. This position is a 19-month contract to cover parental leave.

Responsibilities

- Coordinate all aspects of guest artists' appearances with the Calgary Phil for Pops and selected Special projects including:
 - Contracting
 - Arrange hotel and coordinate air and ground travel
 - Prepare advance schedules and final itineraries
 - Process payments
 - Serve as a primary contact while guest artists are in Calgary to perform with the Calgary Phil
 - Ensure guest artist rider requirements are fulfilled
 - Pick-up and deliver materials for Artistic team as required
 - Ensure set-up and clean-up of dressing rooms and Conductor's Suite before/after concerts
 - Track assigned guest artist hotel and travel expense lines in budget
 - Liaise inter-departmentally and share Artistic materials with Marketing and Development teams
- Other duties and responsibilities as assigned and consistent with this administrative support role

Desired Qualifications

- Post-Secondary Education, or equivalent experience
- A minimum of two years' experience in live events, concert production, and/or artistic management
- High level of interpersonal skills to handle sensitive and confidential situations with maturity, poise, and discretion
- Effective organizational and clerical skills with the ability to meet deadlines consistently
- Ability to represent the Calgary Phil professionally and effectively with a wide range of constituents including orchestra members, staff, board, guest artists, audience members, and others
- Appreciation for, understanding of, and sensitivity to the needs of professional artists, including orchestral musicians, guest artists, and conductors
- Knowledge of Microsoft Office 365 and aptitude to learn new software is essential. Knowledge of OPAS (Orchestra Planning and Administration Software) would be an asset
- Ability to read music, knowledge of symphony orchestra structure, and familiarity with musical terminology is beneficial
- Valid Driver's License with good driving record
- Excellent written and verbal communication skills
- Keen attention to detail
- Be a team player with a positive attitude

Additional Details

- This is a 19-month full-time contract position covering parental leave starting on 6 July 2026 and with an anticipated end date of 14 February 2028. The salary range for this position is \$45,000 to \$50,000 annually depending on related job experience
- This position requires evening and weekend work to support Guest Artist activities at orchestra rehearsals and performances. Presence on concert site is required.
- The Calgary Phil is trialing a hybrid remote work program. Employees who are eligible for this program may work up to three days/week from an appropriate remote location.
- As part of our full compensation package, Calgary Phil offers three weeks' vacation, a comprehensive benefits package that includes RRSP contributions, health coverage, an employee assistance program, bonus days off, and other non-cash benefits.
- Office location: Werklund Centre, Floor 2, 205 8 Avenue SE Calgary AB T2G 0K9

Application Process

Deadline: 29 May 2026

Applications will be reviewed on a regular basis, and suitable candidates may be contacted before the deadline.

Please send cover letter, resume to:

Andrea Davison

Director, Artistic + Education

HR@calgaryphil.com with the subject line "Interim Artistic Coordinator, Pops"

A Police Information Check will be required from the successful candidate.

The Calgary Phil is committed to fostering an anti-racist, equitable, diverse, and inclusive environment and, as such encourages qualified candidates from a diverse range of backgrounds.

If you require an accommodation for the recruitment/interview process, please let us know so that we can work with you to assist with your needs.

We thank you for your interest in the Calgary Phil. Please note that only successful candidates will be contacted.