

**Job Title:** Symphony Orchestra Manager

**Organization:** Symphony of the Kootenays

**Location:** Kootenay Region, Cranbrook

**Job Type:** Part-time: A minimum of 20 hours per month, to a maximum of 60 during concert and granting seasons.

**About Symphony of the Kootenays:** Symphony of the Kootenays is a vibrant and established small symphony orchestra dedicated to bringing the joy of classical music to the Kootenay community. We host four concerts per year, showcasing the talents of our musicians and enriching the cultural fabric of our region. Additionally, the symphony may host special concerts from time to time.

**Job Overview:** The Symphony Orchestra Manager will play a pivotal role in organizing and managing various aspects of the orchestra's operations. The successful candidate will be responsible for booking musicians, coordinating travel, handling grant applications, and managing all correspondence to ensure smooth functioning and success of our concerts and related activities.

**Key Responsibilities:**

1. **Logistics and Coordination:**

- Liaise with musician coordinator for continuity and contract management.
- Organize travel and accommodations for musicians, conductors, and guest performers as required, in consultation with billet coordinator.
- Manage logistics for instrument transportation and setup in consultation with Stage Manager.

2. **Music Arrangements:**

- Liaise with music librarian and musicians to ensure that all musicians receive scores in a timely manner.

3. **Grant Applications and Fundraising:**

- Identify, research, and apply for grants to support orchestra activities and performances.
- Submit timely reports to granting organizations as needed.

4. **Communication and Correspondence:**

- Manage all incoming and outgoing correspondence related to the orchestra.
- Maintain association records.
- Liaise with stakeholders, sponsors, and community partners to maintain positive relationships and collaborations.

5. **Event Support:**

- Assist in the planning and execution of concerts and related events.
- Liaise with concert venues regarding technical requirements, schedules.
- Troubleshoot as needed during rehearsals and concerts.

6. **Financial Management:**

- Ensure financial resources are utilized efficiently.
- Prepare payments to musicians, merchants and service providers.
- Maintain records and documentation of expenditures.

- Ensure the accountant and treasurer receive financial, income and expense information to complete the budget and financial statements.

**Qualifications:**

- Proven experience in events management, particularly with orchestras or music organizations.
- Strong organizational, planning, and multitasking abilities.
- Excellent communication and interpersonal skills.
- Proficiency in using relevant software and technology for project management and communication.
- Marketing, website management, and social media engagement experience would be an asset.

Most of the responsibilities in this position will be required to be done in-person, but we will entertain applications from outside the Cranbrook / Kimberley area. Symphony of the Kootenays is an equal opportunity employer.

Forward cover letter and resume to [president@sotk.ca](mailto:president@sotk.ca) by May 18, 2025.