

## Artistic Planning Coordinator

As a member of the COC's Artistic/Music staff, the Artistic Planning Coordinator provides a vital supporting role in the department of Artistic Planning. Providing administrative support in areas of contract administration, audition-booking, and other administrative duties, this position plays a significant role in the scheduling office for the Canadian Opera Company and Four Seasons Centre for the Performing Arts, including the book and calendaring of spaces, as well as help with filing and departmental organization.

### KEY RESPONSIBILITIES

#### FOR ARTISTIC PLANNING DEPARTMENT

- Manages the Outlook calendar of Director of Artistic Planning (adding travel/flight information, meetings, etc.)
- Files for the Music/Art Administration department
- Reconciles monthly Visa statements/receipts
- Coordinates soloist, chorus and Ensemble Studio auditions including the collection of resumes and repertoire, space bookings for artists and pianists, and communication of all details as required
- Updates electronic address books with incoming artist information

#### FOR SCHEDULING

- Trains the Production Assistants and provide ongoing guidance to them
- Takes attendance as well as notes at weekly logistics meeting, update records of space use & status, and circulate report following meeting
- Processes space booking requests and coordinates accordingly with the company's logistics committee
- Liaises with third party arts organizations that have booked auditions or space to coordinate details
- Updates the email distribution lists at the beginning of each new season and throughout the season, as necessary
- Assists with data entry and management of bookings in Artsvision (COC's scheduling software)
- Stands in for Scheduling Manager on sick days and/or on Scheduling Manager's free day (Sunday)
- Schedules day-to-day rehearsal, coaching, and training activities as needed
- Pulls various reports out of scheduling software for distribution
- Other duties as assigned.

### KEY REQUIREMENTS

- Must be flexible to work weekends or evenings as required
- Working knowledge of theatre with an interest in opera
- Education in the field of theatre/stage management/scheduling/arts administration
- Ability to multi-task efficiently within a fast-paced environment
- A friendly, team-oriented professional with a keen attention to detail
- Ability to learn quickly and think outside of the box
- Good working knowledge of Microsoft Office, with emphasis on Outlook, Word, Excel, and Teams
- Computer proficiency and adaptability
- Ability to prioritize tasks to meet conflicting deadlines

**The COC has a vaccination policy in place; applicants must be able to comply with this policy and the successful candidate must provide proof of full vaccination.**

### **ABOUT THE CANADIAN OPERA COMPANY**

Based in Toronto, the Canadian Opera Company is the largest producer of opera in Canada and one of the largest in North America. General Director Perryn Leech joined the company in 2021, forming a leadership team with Music Director Johannes Debus and Deputy General Director Christie Darville. The COC enjoys a loyal audience, including a dedicated base of subscribers, and has an international reputation for artistic excellence and creative innovation. Its diverse repertoire includes new commissions and productions, local and international collaborations with leading opera companies and festivals, and attracts the world's foremost Canadian and international artists. The COC Academy is an incubator for the future of the art form, nurturing Canada's new wave of opera creators with customized training and support. The COC performs in its own opera house, the Four Seasons Centre for the Performing Arts, hailed internationally as one of the finest in the world. For more information, visit [coc.ca](http://coc.ca).

### **APPLICATION PROCESS**

Interested persons are invited to submit their resume and cover letter, stating salary expectations, no later than February 16, 2021 to:

[peterf@coc.ca](mailto:peterf@coc.ca)

Peter Ford  
Director, Human Resources  
Canadian Opera Company  
227 Front St. E. Toronto, ON M5A 1E8

The Canadian Opera Company thanks, in advance, all applicants, however, only those considered for an interview will be contacted. No phone calls or agencies please.

The COC is committed to providing accommodations for people with disabilities in all parts of the hiring process. If you require an accommodation, please let us know and we will work with you to meet your needs.

*Date Posted: January 25, 2022*