

TO SUMMER MUSIC

Jonathan Crow, *Artistic Director*

Festival Coordinator Position

Seasonal

May 24 – August 5, 2022

Summary

Toronto Summer Music (TSM) is an internationally recognized classical music festival that brings world-renowned performing artists and exciting emerging talent to Toronto for an unparalleled combination of concerts, events, and masterclasses.

Under the guidance and supervision of the Executive Director, the Festival Coordinator assists with contracts and programmes, manages rehearsal and recording spaces, supervises tech set up, and submits SOCAN reports. The Festival Coordinator liaises with the Artistic Director, Festival Artists, Mentors, and Academy Fellows to ensure performances and events run smoothly. The Festival Coordinator works in close collaboration with the Executive Director, Artistic Director, Artistic Operations Manager, and other staff.

The ideal candidate has strong organizational skills, excellent written and verbal communication skills, the ability to multi-task under pressure, and a friendly, team-oriented attitude. A knowledge of classical music is preferred, but not required.

Responsibilities

Arts Administration duties:

- Create information packages for Festival Artists, Mentors, and Fellows
- Manage contracts for Festival Artists and Mentors
- Create House Programme of all Festival activities
- Submit SOCAN reports
- Write post-Festival final report
- Other office assistance where required (e.g. database management, social media, marketing)

Production Assistance duties:

- Communicate with piano tuners, production staff, recording engineers, equipment rental suppliers, artists, and staff
- Set up/tear down stage (e.g. set up mics/chairs/stands; move piano)
- Manage volunteers (e.g. creating schedule, assigning tasks, supervising)
- Front of house duties (e.g. scanning tickets/proof of vaccination, ushering)
- Attend rehearsals/performances, supervise livestreams as necessary

Requirements

- Strong organizational skills and attention to detail
- Excellent communication skills (written and verbal)

For more information about Toronto Summer Music visit www.torontosummermusic.com

- Proficiency in Microsoft Office (Word, Excel)
- Friendly and diplomatic communication with a variety of volunteers, artists, patrons, and donors
- Flexibility to work evenings/weekends during the Festival period (July 4–30)
- A knowledge of classical music and/or arts management experience is preferred

TSM is an equal opportunity employer, committed to diversity and inclusivity. We welcome all qualified applicants from all backgrounds to apply.

Remuneration

\$15/hour, 35-40 hours per week for the period of **May 24 – August 6**

To apply, please email cover letter and resume in one PDF file to:

Vanessa J Goymour, Executive Director

vgoymour@torontosummertime.com