



JOB DESCRIPTION

VSO School of Music Facilities and Operations and Manager

Status: FT, Salaried

Reports to: Executive Director

About the VSO School of Music

The Vancouver Symphony Orchestra School of Music is a five-year –old new state-of-the-art music school located adjacent to the Orpheum Theatre in downtown Vancouver. The School offers individual instruction by members of the Vancouver Symphony and other educators, a wide range of courses, performance opportunities and other opportunities to interact with VSO musicians and guest artists. The School serves students of all ages, levels and abilities.

The 25,000 square foot facility includes 17 separated teaching studios, a large ensemble room, percussion room, 6 practice rooms, 2 classrooms, computer listening stations, and gift shop. The School has an acoustically- isolated 120-seat recital hall with A/V and a recording booth, used for performances, recording sessions and catered events. The VSO School of Music operates in a cultural amenity site of the City of Vancouver.

General Duties

Joining a dynamic administrative team in a fast-growing organization, the Facilities and Operations Manager is responsible for all aspects of the operations of the facility, including managing use of the facility for VSOSoM and VSO events; maintaining mechanical, security and IT systems; maintaining all equipment and instruments; hiring, training and managing facility and operations staff, and working closely with the Rental Manager on scheduling and staffing needs for rentals.

Facilities Management Responsibilities

- Oversee all school physical infrastructures, including internet and servers, security systems, fire alarm and drills and HVAC systems, including maintenance and staff training.
- Oversee all school and office IT and security infrastructure, video conferencing and telephone systems.
- Oversee the assignment of on-call Security and Emergency contacts, including monitoring of security systems by remote access.
- Manage the cleaning, repairs and maintenance of the facility.
- Oversee upkeep and maintenance for all school instruments, including pianos, harps & percussion equipment.
- Manage the Facilities Register of inventory at the school to keep current records of the school's inventory and replacement schedule.
- Manage the technical systems and equipment of the recital hall /theatre space – A/V, sound, lighting and flooring systems – to ensure that the space maintains the highest degree of current technology and stem most up-to-date theatre
- Manage access control system, key and key fob distribution and camera system.
- Oversee and manage service level agreements with the City of Vancouver and the Strata of the Capitol residences.
- Oversee the management of the underground parking area controlled by the school.
- Create and manage budgets for capital expenditures on an annual basis.
- Other duties and projects as assigned by the Executive Director.

Operations Management Responsibilities

- Hire, train, and supervise Front Desk Attendants Manager, Front desk staff as needed and Front of House managers staff.
- Manage staff to assure equipment and room set-up needs for teaching activities are met.
- Manage staffing for set-ups and strikes, recital hall configurations, equipment and personnel for school events and VSO events in Pyatt Hall, including engaging and supervising contracted audio/ visual technicians as needed.
- Liaise as needed with Civic Theater staff head carpenters and/or production managers and VSO Operations staff as needed to ensure communications and smooth operations for shared spaces and events.
- Create and manage budgets for operations and staffing.
- Other duties and projects as assigned by the Executive Director.

QUALIFICATIONS

- IFMA (International Facility Management Association) credential in Operations and Maintenance, or equivalent.
- Minimum 2 years' experience in building or facility management, preferably in a theatre or school environment.
- Experience in managing IT systems relating to security and alarm systems, internet and servers.
- Knowledge of Theatre technical systems and protocols
- Sound administrative skills and computer technology proficiency in Microsoft Office, with an emphasis in Excel.
- Excellent oral and written communications skills, with strong interpersonal skills.
- Ability to maintain and manage successful relationships with multiple organizations.
- Experience working in a school or non-profit environment an asset.
- Musical and/or performance background an asset.
- Must be physically able to lift 40 lbs.

REMUNERATION:

Salary commensurate with qualifications and previous experience.

Extended Health benefits including dental, and MSP package (50/50 employer/employee split)

CLOSING:

Open until filled

TO APPLY:

Interested individuals should submit a cover letter, and resume including 3 references, by email to the following:

Jobs@vsoschoolofmusic.ca

No Phone Calls Please