

Community Engagement Coordinator

Okanagan Symphony Society, Kelowna, BC

What we do.

See it. Hear it. Love it

The Okanagan Symphony Orchestra is the third largest professional symphony orchestra in British Columbia and has entertained residents and visitors from around the world for over 60 years. Through our concerts and programs we bring the passion of classical music to life throughout the Okanagan valley. In addition to concerts, our community and school programs bring unique music and learning experiences to children and families. Our flagship Okanagan Symphony Youth Orchestra gives youth the support and opportunity to perform in front of live audiences under the direction of our Music Director.

What you will do.

Under the guidance of the Executive Director and Music Director you will coordinate and deliver multiple community education programs evaluating them on an ongoing basis to broaden reach and identify areas for improvement. This role will provide leadership and guidance to volunteers and deliver on program objectives through effective project planning, execution and follow-up.

Why Join Us?

Because what we do makes people feel good. Music entertains and inspires our community and given the current state of the world, it truly helps our mental and emotional well-being. Our team believes that what we do is important and they work together to deliver excellent results. We respect diversity and treat each other with integrity and respect. If these values align with you, you'll love working with us.

The Job.

The Community Engagement Coordinator is one of the most public facing roles at the Okanagan Symphony Society as the primary focus is to provide a phenomenal personal experience for anyone interacting with us. To achieve this and deliver all projects on-time and on-budget, you must have exceptional interpersonal skills – you will be meeting, coordinating and influencing people. You must also have strong administrative skills – to plan and organize events flawlessly. To be successful in this role you will participate in planning activities and have the support of the Executive Director and the Music Director.

Responsibilities.

Education Programs: The OSS's mission is to awaken curiosity and to share the power of live orchestral music. You will promote OSS programs and increase community awareness in our educational programs and public events. This includes school and community programs and our flagship youth orchestra. You will coordinate and administer all community engagement programs including the organization of musicians and venues, collaborate with teachers, schools, instructors and parent committees as well as attend community events.

Volunteer Coordination: You will recruit, train and manage volunteers for concerts and programs.

Concert and Program Concierge: You will act as the Front of House at concert and program venues and liaise with ticket agents, venue staff, ticket holders, patrons, participants and sponsors.

This full-time role with benefits is based in our Kelowna office and will report to the Executive Director. We encourage innovation and creativity in all our staff and mentor and train all new hires. If you are self-directed, results-oriented, and have a customer service attitude, you'll fit in at the OSS. If you have a college or university education, strong administrative and interpersonal skills we would be delighted to hear from you.

Send your resume to the attention of the Hiring Committee at careers@okanagansymphony.com

Completion of a Criminal Record Check will be required for this position.

No phone calls please. Only those applicants selected for an interview will be notified.

Application Deadline: Friday, March 12, 2021, 3:00pm