

About the VSO

Vancouver Symphony Orchestra Founded in 1919, the VSO is the third largest symphony orchestra in Canada, and the largest performing arts organization in Western Canada. The VSO creates, curates, and connects irresistible musical experiences—performing 150+ concerts annually in its home, the Orpheum Theatre, as well as numerous venues throughout Metro Vancouver, and online. The VSO is one of a handful of orchestras worldwide that has its own music school: the VSO School of Music. The organization delivers extensive education programs reaching more than 50,000 young people annually, and community engagement initiatives that reach a further 100,000+ people. Maestro Otto Tausk is the VSO's Music Director and the Artistic Advisor of the VSO School of Music.

About the VSO School of Music

VSO School of Music, founded in 2010, is a 25,000 square foot state-of-the-art music school located adjacent to the Orpheum Theatre in downtown Vancouver. With a mission to enrich lives through the joy of learning, playing and performing the world's great music, the VSO SoM develops experiences that are accessible to all, regardless of age, ability, playing level or economic circumstances; and by nurturing creative and engaged members of society through achievement in the musical arts. With a roster of over 1900 students, the School is proud to offer individual or group instruction by members of the Vancouver Symphony and other high-quality music educators.

The school also features a performance theatre (Pyatt Hall) and Reception space which sees a wide range of arts, entertainment, and corporate groups utilizing the space for performances, recordings, and special events.

Job Description

Vancouver Symphony Orchestra

The **Assistant Librarian** plays a critical role in managing and organizing our extensive collection of artistic masterpieces. This position requires a deep knowledge of the Symphony's Library catalogue software and its functions,

VANCOUVER SYMPHONY ORCHESTRA

Mailing Address: 500—833 Seymour Street, Vancouver, BC V6B 0G4 tel 604.684.9100 fax 604.684.9264

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excellent communication skills, as well as a keen eye for detail. The successful candidate will primarily be responsible for maintaining the catalogue, coordinating and executing the bowing process, preparing music folders for concerts, and providing support to the Head Librarian.

Key Responsibilities:

- Managing and maintaining the Library's catalogue, ensuring accurate and up-to-date data entry of our extensive collection.
- Coordinating the bowing process, ensuring sufficient time is provided for string principals to complete bowing.
- Proofreading music, marking bowings, cuts/excerpts, editing, repairing, and duplicating parts as needed, all to a professional standard.
- Preparing and distributing music in a timely manner for all engagements of the Orchestra in line with the Collective Bargaining Agreement (CBA).
- Assisting with the preparation and distribution of digital materials.
- Setting up the stage with music folders prior to each rehearsal.
- Being present backstage during rehearsal breaks to assist with queries from musicians, conductors, guest artists, and IASTE staff.
- Provide supervision and leadership in the absence of the Head Librarian.
- Assist in supervising and providing guidance to on-call Bow Markers and volunteers.
- White Book proofreading and facilitation of updates as needed.

Qualifications:

- Bachelor's degree in music performance, music education, or a related field.
- Minimum of 2 years of experience working in a music library or arts organization.

- Experience performing in and/or working with large ensembles.
- Knowledge of orchestral repertoire, music publishing, musical terminology (Italian, German, French), instruments, and music theory (transpositions, clefs, etc.).
- Proficiency in using database systems (ArtsVision), Microsoft Office Suite, Adobe Acrobat, Adobe Photoshop, and music notation software.
- Strong organizational skills and attention to detail, with the ability to manage multiple tasks and prioritize projects effectively.
- Excellent communication and interpersonal skills to collaborate with others.
- Proactive, industrious, capable of working independently, and demonstrates good initiative when problem solving.

Remuneration

- \$50,000-54,600
- Vacation pay provided at 4% of gross earnings, in accordance with the British Columbia Employment Standards Act
- Start Date: July 27,2026

What it's like to work here

The VSO and the VSO School of Music offer a fast-paced, creative, and strategically minded workplace environment. We are a group of music-loving arts administrators, with a passion for the performing arts, combined with business acumen, personnel management, and leadership, in a strong and collaborative environment. We are proud of the VSO's legacy in musical excellence and are working towards growing our reputation as a world-class orchestra, with state-of-the-art teaching facilities, outreach programs, as well as a community of engaged, philanthropic fans.

The VSO and VSO School of Music offer hybrid working models, though given that we work in live performing events, we know that some evening and weekend work will be required on site.

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The VSO and the VSO School of Music **value diverse perspectives, experiences and cultures and are committed to fostering an inclusive workplace.** We encourage applications for this position from members of all groups experiencing barriers to equity.

Benefits

The VSO and the VSOSoM offer a flexible work environment, extended medical benefits available to full time employees, and other incentives and perks.

To Apply

Please email your resume and cover letter to employment@vancouversymphony.ca

Please include “**Assistant Librarian** ” in the subject line.

The VSO and the VSOSoM thanks all applicants for their interest, only those applicants selected for an interview will be contacted.

Application deadline

Open Until Filled