

## **Job Description – Victoria Symphony**

### **Director of Artistic Planning and Production**

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#### **General Responsibilities**

The Director of Artistic Planning and Production (DAPP) is a key member of the Victoria Symphony's senior management team. In close collaboration with the Music Director, Principal Pops Conductor, and CEO, the DAPP is responsible for planning the artistic direction and leading the design, budgeting, and delivery of all artistic programs in alignment with the organization's vision, mission, values, and priorities. This role holds primary responsibility for managing and adhering to both the artistic and production budget lines.

While the DAPP reports administratively to the CEO, a core focus of the role is to collaborate closely with and support the Music Director's artistic leadership—ensuring that all planning and production activities effectively realize the artistic vision. The DAPP also serves as a vital link between the orchestra and the administrative team, fostering communication and cohesion across departments.

This position directly supervises the Orchestra Manager and the Education and Outreach Officer, ensuring their work aligns with the Symphony's artistic goals and broader organizational priorities.

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#### **Specific Responsibilities**

##### **Program Development**

- Manages and supports the artistic program development process to meet deadlines and programming guidelines as set by the CEO. The DAPP reports to the Music Director on artistic matters while working within budgetary and logistical constraints as set by the CEO.
  - Maintains a regular presence at rehearsals and performances, fostering close artistic insight and communication with musicians and conductors.
  - Meets several times per year with the larger group—including the CEO, Music Director, and Artistic Programming Committee—to gather input from the musicians of the orchestra.
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- Proposes, researches, and communicates repertoire and concert formats to the Music Director, CEO, guest conductors, and the Education department.
- Oversees the development and execution of Education and Outreach programs in collaboration with the Education and Outreach Officer.
- Tracks and strictly adheres to artistic and production budgets as outlined in the annual budget.
- Collaborates with the Marketing team to identify audience-building strategies aligned with programming, provides editorial content as necessary for season materials, contributes to editorial review of artistic materials, and assists with suggesting content that supports programming objectives.
- Participates in presentations to external audiences and serves as a spokesperson on artistic matters when the Music Director or conductors are unavailable.
- Communicates artist, repertoire, schedule, and expense information to all departments in a timely and accurate manner.
- Collaborates with the CEO and Orchestra Manager to develop the annual orchestral service plan.
- Collaborates with the Music Director and CEO on planning major artistic initiatives such as tours, recordings, residencies, and cross-disciplinary collaborations, ensuring alignment with strategic goals.

#### **Grant Writing**

- Plays a key role in grant writing related to artistic direction and programming.

#### **Contract & Artist Management**

- Generates, distributes, and tracks all contracts for guest artists, conductors, composers, and partner organizations hiring the VS.
- Communicates key contractual details to the Finance, Marketing, and Production departments and ensures proper filing of all documents.
- Serves as a liaison between guest conductors/artists and the orchestra management in artistic matters, taking initiative to resolve any urgent artistic issues that arise in consultation with the Music Director and CEO.
- Serves as staff liaison to the Artistic Programming Committee and prepares research materials as requested.
- Maintains up-to-date files on artists, agencies, conductors, and partner organizations.
- Stays informed on emerging and established conductors, soloists, and composers.
- Performs other duties as required.

## Qualifications

- Thorough knowledge of orchestral repertoire and concert programming.
  - An advanced degree in music performance, conducting, or musicology is an asset.
  - Demonstrated ability to develop imaginative and innovative programming ideas.
  - First-hand experience working within an orchestral environment, with a strong understanding of ensemble culture, rehearsal dynamics, union structures, and artist relations.
  - Familiarity with and success at managing relationships with conductors, instrumental and vocal artists, composers, publishers, and other employees.
  - Proven ability to negotiate artist fees and performance contracts.
  - Excellent verbal and written communication skills.
  - Highly organized, detail-oriented, and comfortable managing multiple concurrent projects.
  - IT literacy and comfort working across digital platforms and systems.
  - Creativity, curiosity, optimism, and a collaborative spirit.
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## Success in This Role Will Be Measured By

- Delivering compelling, diverse, and mission-aligned artistic programming that resonates with both core and new audiences.
  - Building strong and productive relationships with guest artists, conductors, composers, and internal teams—enhancing VS’s artistic reputation.
  - Ensuring artistic programs are delivered on time and within established budgets.
  - Collaborating effectively across departments to align programming with budget, marketing, fundraising, and community engagement strategies.
  - Contributing to audience development through programming innovation and outreach alignment.
  - Advancing equity, diversity, inclusion, and reconciliation through artistic planning and partnerships.
  - Supporting the development of direct reports through clear guidance, mentorship, and accountability.
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## Compensation and Benefits

- **Salary:** \$85,000 – \$95,000 CAD annually, commensurate with experience
  - **Benefits:** Extended health, dental, and RRSP matching
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## **Organizational Commitment to Equity**

The Victoria Symphony is committed to fostering an inclusive, diverse, and equitable workplace. We welcome applications from candidates of all backgrounds and lived experiences. We strongly encourage applications from individuals who are members of groups that are historically and currently marginalized or underrepresented in the arts, including, but not limited to, Indigenous peoples, racialized persons, persons with disabilities, 2SLGBTQIA+ individuals, and women in leadership.

We are committed to employment equity and to creating a safe, respectful, and accessible environment for all. The Victoria Symphony does not discriminate on the basis of race, national or ethnic origin, colour, religion, age, gender, sexual orientation, marital status, family status, disability, or conviction for an offence for which a pardon has been granted.

To be eligible to work in Canada, you must be a Canadian citizen or permanent resident of Canada or authorized in writing to work in Canada under the federal Immigration Act. Eligibility to work in Canada is granted through citizenship, permanent resident status, or a work permit.

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## **Application Instructions**

Applications will be accepted until July 30, 2025. The Victoria Symphony anticipates a start date in September or October 2025, depending on the availability of the successful candidate. Remote work arrangements will be considered through to January 1, 2026, if necessary.

Interested applicants are asked to submit a letter of interest and a current resume to:  
✉ [hr@victoriasymphony.ca](mailto:hr@victoriasymphony.ca)

Please include your name and “RE: Application for Director of Artistic Planning and Production” in the subject line.

We thank all applicants for their interest; only those selected for an interview will be contacted.

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