



HAMILTON  
PHILHARMONIC  
ORCHESTRA

## **HPO Artistic Administrator**

### **Part-time position working three-days per week. Hybrid model.**

The Hamilton Philharmonic Orchestra is looking for a creative and energetic person to join our team of dedicated and mission-focused professionals who are committed to working together to achieve HPO's mandate to support the community through the joy of musical experiences.

### **Who we are**

The Hamilton Philharmonic Orchestra has deep roots in Hamilton serving as its professional orchestra for more than 140 years. As one of Canada's leading orchestras, the HPO has proudly contributed to the shaping of Hamilton's cultural landscape and continues to uphold values of high calibre, inclusive and accessible orchestral music and education for all. Music Director James Kahane and the professional musicians of the HPO present dynamic orchestral performances ranging from standard classical repertoire to popular music and world premieres by living composers. Our programs include mainstage, music education, featuring our youth orchestra and community events.

### **Why Join the HPO?**

The HPO believes that our relationship to music is meaningful and powerful. Shared experiences through music can contribute to maintaining and enhancing our sense of wellbeing and through accessible programming for community members of all ages, the HPO is committed to promoting wellbeing through music in new and innovative ways.

### **The Role**

A key member of the artistic team, the Artistic Administrator works closely with the Executive Director, Music Director and Artistic Advisory Committee. Reporting to the Artistic Operations Manager, the Artistic Administrator is responsible for negotiating fees and expenses, contracting and communicating with all guest artists and HPO ensembles for mainstage, education and community programming.

### **Responsibilities include:**

- Working in collaboration with Music Director, Artistic Advisory Committee and Executive Director to facilitate artistic planning, with specific responsibility for mainstage, community and education programs.



- With support of ED, negotiating and liaising with artists and agents on behalf of the HPO.
- Creating and fulfilling artist contracts (mainstage soloists, guest artists/conductors, sold services)
- Manage guest artist budget and other planning budgets as relates to program planning.
- Establish Artistic Advisory Committee meeting schedule, agendas, and take and circulate minutes for HPO Artistic Advisory Committee.
- Engaging choirs and other local artists/ensembles, as requested
- Working with Office Administrator to manage artist fee payments, expenses and reimbursements as well as travel arrangements and hospitality requirements for guest artists.
- Working closely with the Personnel Manager and admin staff to book ensembles for education and community programs
- Confirming technical riders and guest conductor stage set-up requests, in coordination with the HPO's Artistic Operations Manager
- Sending artistic and production details to the Artistic Operations Manager, and liaising with them for all mainstage productions
- Arranging Visa applications and appropriate tax forms for international guest artists, in coordination with HPO's Office Administrator
- Researching potential guest artists by connecting with Agents, other orchestras and online and print media
- Managing guest itineraries while they are in Hamilton for their engagements.

**Requirements:**

- Bachelor's degree in music or arts administration, or a related field, with extensive classical music experience as an administrator, or equivalent experience;
- Extensive knowledge of orchestral and chamber music repertoire, composers, and the orchestral industry in general;
- Experience in artistic planning or production for a classical music presenting organisation preferred;
- Proven administrative skills in the areas of project management, programming and financial management;
- Ability to set priorities results to an established standard, and on time and on budget;
- Excellent communication and negotiation skills, both written and oral;
- Ability to handle sensitive and/or confidential information with discretion;
- Knowledge of major artistic and publishing agencies.



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**Commitment:**

- This is a part-time position with a time investment of three (3) eight-hour workdays per week. Flexible hours and remote work or hybrid home and in-office is possible.

**How to apply**

The Hamilton Philharmonic Orchestra is committed to establishing a qualified workforce that is reflective of the diverse population we serve. If you require accommodation, please notify us and we will work with you to meet your needs.

Thank you for your interest in working with Hamilton Philharmonic Orchestra; only those selected for an interview will be contacted.

**If this role interests you, please send your resume and cover letter to Kim Varian, Executive Director at [kvarian@hpo.org](mailto:kvarian@hpo.org)**