



**SUDBURY
SYMPHONY
ORCHESTRA** **ORCHESTRE
SYMPHONIQUE
DE SUDBURY**

WILLIAM ROWSON
ARTISTIC DIRECTOR

WILLIAM ROWSON
DIRECTEUR ARTISTIQUE

Operations & Education Coordinator - Job Description

Part-time, Temporary Position

About the SSO

For five decades, the Sudbury Symphony Orchestra (SSO) has been a cornerstone of Greater Sudbury's cultural landscape, inspiring audiences with dynamic performances and fostering a deep appreciation for orchestral music. As a regional semi-professional orchestra, the SSO is dedicated to enriching the community through accessible, high-quality musical experiences.

The SSO presents over 16 concerts annually and operates the Sudbury Symphony Music Conservatory, offering lessons, classes, and outreach programs. Under the leadership of Artistic Director William Rowson, the SSO is entering an exciting new chapter, including its landmark **50th Anniversary Season**.

Position Overview

This dynamic part-time role supports the SSO's audience development initiatives, education and community programming, and the operations of the Sudbury Symphony Music Conservatory (SSMC). It is an exciting opportunity for an emerging arts administrator to gain hands-on experience within a growing regional arts organization during preparations for the Sudbury Symphony Orchestra's landmark 50th Anniversary Season.

The successful candidate will gain meaningful experience in arts administration, communications, education programming, and community engagement while working closely with professional musicians, educators, and arts leaders in a collaborative and supportive environment.

Key Responsibilities

Reporting to the Executive Director, the Coordinator supports audience development, education and community engagement initiatives, and operations of the Sudbury Symphony Music Conservatory. The Coordinator also works closely with the Operations Manager and collaborates with SSO musicians, faculty, staff, and volunteers.

Box Office & Communications

- Support box office operations and audience development initiatives;
- Respond to ticketing inquiries with a high level of customer service professionalism;



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- Support the development of promotional materials, including program books and digital content;
- Coordinate communications initiatives that highlight SSO concerts, education programs, and community activities.

Education & Sudbury Symphony Music Conservatory

- Support the delivery of SSO education and community engagement programming;
- Support operations of the Sudbury Symphony Music Conservatory (SSMC);
- Assist with student registrations and inquiries;
- Communicate as necessary with musicians, students, teachers, and community members.

Required Skills

- Strong administrative and organizational skills, with a keen eye for detail;
- Proficiency in Google Workspace and/or Microsoft Office, including effective use of spreadsheets for basic financial tracking and record-keeping;
- Exceptional customer service and interpersonal skills;
- Ability to manage multiple tasks and meet deadlines in a collaborative environment;
- Experience in music, music education, or the arts sector.

Assets

- Bilingualism (French-English) is an asset;
- Proficiency in CRM/ticketing platforms (e.g., AudienceView) is an asset;
- Interest in arts administration and the nonprofit sector.

What Success Looks Like

The ideal candidate is organized, proactive, personable, and enthusiastic about contributing to a vibrant arts organization serving Greater Sudbury. This role is well suited to someone interested in developing practical experience in arts administration while taking on meaningful responsibilities within a community-focused organization.

Compensation & Work Conditions

Hours: 12–15 hours per week. Flexible scheduling is available.

Term: 3-month contract. Possibility for the role to be extended or increased.

Wage: \$22 per hour

Location: SSO Offices (96 Larch Street, Sudbury)



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To Apply

- Please send resume and cover letter to join@sudburysymphony.com with **Operations & Education Coordinator** in the email subject line
- **Deadline to apply:** June 9, 2026, at 3:00PM; applications will be considered on a rolling basis starting June 2nd.
- **Start date:** late June 2026

The Sudbury Symphony Orchestra is committed to equity, diversity, and inclusion and welcomes applications from individuals of all backgrounds, particularly those from underrepresented communities.

The SSO sincerely thanks all applicants for their interest; however, only those selected for an interview will be contacted.