



The Vancouver Inter-Cultural Orchestra's (VICO) mission is to act as a forum for the creation of a new musical art form, one in which all of Canada's resident cultures can take part. Through composition, performance and educational outreach to both music professionals and the general public, the VICO serves as a voice for Canadian composers and musicians of diverse backgrounds and fosters the creation of musical works that fuse and transcend cultural traditions.

Thank-you for your interest with the VICO during our 2018 season, specifically the upcoming Global Soundscapes Festival and Summer Academy.

INTERN JOB DESCRIPTION

Production / Administrative Assistant - Global Soundscapes Festival & VICO Summer Academy

Each event takes place over the course of one week in June and July however, there is a lot of behind-the-scenes work from May 1 till July 31 that goes into planning, promoting and reporting the activities. We are seeking an intern with strong organizational skills and a keen eye for detail to assist us with the production and administrative duties in advance of both festival and Summer Academy, also being hands on during both events.

RESPONSIBILITIES

Assisting Production Manager during Global Soundscapes Festival June 18-28

- Work ranges from displaying advertisement, setting the stage, assisting the production manager in communication with the artists and media organizing hospitality for the artists, coordinating the lighting between the artists and the technician.
- Assisting VICO staff with Front of House duties during Global Soundscapes Festival (i.e. box office).
- Administrative Assistant during the Summer Academy: assisting registration, coordinating printing, dealing with student's needs, act as librarian for the parts and scores, assisting with documentation, organizing daily hospitality.

HOURS/SCHEDULE

May & early June: Pre-festival admin assistance

Festival box office assistant / assistant production manager

- 4 hours / day June 18-19
- 8 hours / day June 20-24 and June 28

Academy admin assistant

- 8 hours / day July 23-29



QUALIFICATIONS

- Self-motivated, organized, detail-oriented
- Good communications skills in English (written and oral)
- Computer skills: word processing, Excel, Google Drive/Dropbox
- Able to read music

Not required but would be an asset;

- Previous experience with arts administration
- Previous experience with concert/event production
- Fluency in languages other than English (especially, French, Persian, Arabic, Chinese, Turkish or Russian)
- BC driver's license and access to a vehicle