

Position: Tour Manager – Vancouver Opera / Pacific Opera Victoria Tour

Reports To: Vancouver Opera Director of Artistic & Production and Pacific Opera Victoria Director of Production & Artistic Administration.

Job Type: Part-Time Fall 2026 – January 2027, Full-Time February – May 2027, Contract

Rate: \$30/hour

ABOUT

Vancouver Opera is the second-largest opera company in Canada. It is regarded worldwide for its fine mainstage productions; for its country-leading education programs, which have reached more than 1.6 million children and their families in more than 40 years; for its innovative and award-winning community programs; and for forging ground-breaking cross-cultural creative partnerships that have brought opera to new generations of Canadians in recent history.

Pacific Opera Victoria is one of the most influential professional opera companies in Canada. Its inspired repertoire comprises original productions of classic favourites and lesser-known works, as well as new commissions, co-productions, and collaborations with other companies and arts organizations across the country. From its home in the Baumann Centre, Pacific Opera Victoria creates significant career opportunities for creative and performing artists and curates opera in surprising ways – enticing newcomers and captivating loyal opera-goers.

THE PERSON

You are an organized, resourceful, efficient multi-tasker with excellent people, problem-solving and project management skills. You have practical knowledge of classical music and/or theatre for young audiences productions, with a strong understanding of working with collective bargaining agreements. You are patient and empathetic with exceptional listening and communication skills.

KEY RESPONSIBILITIES

- Booking and organizing school and community-based performances
- Travel and lodging arrangements
- Artist and tour scheduling
- Tour related marketing
- Production Management support
- Preparation of day sheets (daily schedules, maps/driving directions)
- Fiscal management (budgeting, invoicing)
- Personnel Management

QUALIFICATIONS AND SKILLS

- A degree or diploma from a recognized post-secondary institution with a minimum of 2 years of experience
- Computing skills MS Office, database applications
- Knowledge of Theatre for Young Audiences and Touring Productions

- Strong verbal and writing skills in English are required. Fluency in a second language is an asset
- Demonstrated, strong time-management skills
- Excellent interpersonal skills
- Knowledge of Canadian Actors' Equity agreements is an asset
- Ability to read music is an asset

SCHEDULE

Regular office hours are Monday–Friday, 10am–5pm. Applicants can either work out of Pacific Opera Victoria or Vancouver Opera offices, but will have a residency in Vancouver from approximately March 8 – 30, 2027. A flexible work schedule is required during touring production and rehearsal times and for special events and activities including evenings and weekends. This position is primarily an in-office position with the ability to work from home on an occasional basis.

HOW TO APPLY

Vancouver Opera and Pacific Opera Victoria strive to provide meaningful employment opportunities, which reflect the range of diverse communities in which we live and work. Our vision is a resilient organizational culture, which is inclusive and diverse in all its aspects. Individual differences are not only accepted but are strongly valued and encouraged. We recognize that our diversity, the many different and unique things we individually and collectively bring to work each day, contributes to building a stronger workplace and healthier communities. We welcome and encourage applications from women, gender diverse persons, persons of colour, Indigenous persons, persons with diverse abilities, and members of other marginalized or under-represented groups. We are committed to creating an inclusive environment for all.

To apply, please email your cover letter and resume to Nicole Lamb, nlamb@vancouveropera.ca with the subject line “Tour Manager.” Deadline to apply is July 12, 2026, 5pm.