



adelaide symphony orchestra

PRINCIPAL PARTNER **Santos**

Manager, Artistic Planning - Duty Statement 9/3/2010

The Manager, Artistic Planning will work closely with the Chief Conductor and Music Director and will be responsible for managing all aspects of the Orchestra's music programming including popular and classical concerts. Reporting to the Chief Executive, the Manager Artistic Planning will be responsible for ensuring that the organisation provides a range of musical concerts & presentations that reflect strategic, artistic & financial priorities.

Duty Statement

1. Manage the Orchestra's ongoing music programming in association with the Chief Executive, Chief Conductor, the Artists & Repertoire Committee as well as counterparts in other orchestras in Australia and the region
2. Develop artistic policies and initiatives that will enhance the profile of the ASO, both locally, nationally and internationally
3. Coordinate the artistic planning activities of the Adelaide Symphony Orchestra.
4. Liaise with other arts providers including Opera, Ballet and the Adelaide Festival and coordinate the ASO's involvement in their seasons, including committing orchestral calls.
5. Liaise with venue managers and other arts organisations as appropriate
6. Negotiate terms and conditions, including fees, repertoire, logistics, scheduling and musical requirements, with artists and agents as required
7. Lead & coordinate recording projects & broadcasts as & when they arise.
8. Develop and maintain relationships with the local arts and specifically music industry. Attend a wide and representative range of performances, in both music and other art-forms.
9. Provide input & maintain oversight of the ASO's Education program.
10. As a member of the ASO management team, contribute to the planning and management of the orchestra
11. Assist the marketing team with copy for ASO marketing and publicity material.
12. Carry out other associated duties

Knowledge, qualifications and skills

Essential:

- A thorough and practice knowledge of the orchestral repertoire.
- Ability to program orchestral concerts, particularly in classical music but also popular and other programs.
- Knowledge of the Australian fine music industry and familiarity with Australian artists and composers.
- Proven high level verbal and written communication and negotiation skills.
- Demonstrated ability in policy formulation and report writing.
- Strong computer skills including word processing and spread sheet planning.

Highly desirable:

- Experience at a senior level in an arts management context.
- Experience in concert programming.
- Good creative writing ability.
- Tertiary qualifications in music