



# adelaide symphony orchestra

PRINCIPAL PARTNER

**Santos**

## **People and Culture Coordinator**

### **0.6 FTE – Twelve (12) month fixed term contract**

**This position is open to applicants who are citizens of either Australia or New Zealand, or have an authority to work in Australia.**

Across its 80 year history, the Adelaide Symphony Orchestra (ASO) has been there to corroborate life and contribute to our identity as a State. Today the ASO plays a major role in Adelaide's cultural and economic vibrancy. Our community is enriched through more than 70 world-class performances to more than 80,000 diverse concertgoers each season. And our comprehensive Learning Series for schools and families directly touches the lives of more than 12,000 children, thereby forging a special connection to music from a young age.

As the ASO continues to enrich the community, we are looking for an individual to join the team as People and Culture Coordinator (0.6 FTE) on a 1 year fixed term contract.

Reporting to the Manager, People and Culture, this position is responsible for providing high level administrative support, representation and coordination across all facets of human resource functions, including a focus on WHS, health and wellbeing, and as Return to Work Coordinator.

The successful applicant will have experience in an HR related role, demonstrate resilience, flexibility, think independently and have the ability to work collaboratively and effectively within a busy and complex environment. Outstanding verbal and written communication skills, along with your ability to prioritise workload and deliver upon competing demands are essential.

Experience in the Performing Arts is not a prerequisite but a genuine affinity with the values and ethos of the ASO will be expected.

Telephone enquiries are welcome and may be directed to Hilary Faulds – Manager, People and Culture (08) 8233 6247. For more information on this position, including the position description, please visit the ASO website:

<http://www.aso.com.au/about/employment>

Interested applicants are requested to apply only via **SEEK**, providing a current resume and covering letter detailing suitability for this position relative to the identified selection criteria, addressed to the Manager - People & Culture, Adelaide Symphony Orchestra, by no later than **9am Friday 15 September 2017**.