



adelaide symphony orchestra

Orchestra Coordinator (2-year contract)

Adelaide Symphony Orchestra (ASO) is the largest performing arts organisation in South Australia and each year performs over 100 concerts across a diverse musical spectrum. With a number of performances & events offered each season we are looking for an organised, enthusiastic and experienced professional to join our team in the contract position of **Orchestra Coordinator**.

The primary function of the **Orchestra Coordinator** is to support the Orchestra Personnel Manager with the day-to-day running of the orchestra whilst ensuring effective operation of all performances. The post holder will take a lead on ensuring the required numbers of players are available for calls by engaging casuals as needed. This role has responsibilities in rehearsals/concerts as well as in office, with a variety of administrative, production and player-related activities.

The Orchestra Coordinator works closely with other members of the orchestra personnel, production and artistic departments to ensure orchestra activity is managed effectively. Building effective relationships with casual and permanent musicians, as well as a number of cross-functional ASO teams, is essential for success in this role.

KEY ACCOUNTABILITIES

Casual Musicians

1. Identify the need for, hire and contract casual musicians as required
2. Arrange and prepare all relevant documentation related to the booking of casuals including but not limited to contracts, flights, accommodation and travel allowance when required
3. Liaise with Section Leaders on appropriate casual replacements
4. Prepare casual pay sheets fortnightly
5. With Section Leaders arrange, supervise and communicate the outcomes of casual assessments

Orchestral Administration

6. Liaise with Section Leaders/Section Rosterers to facilitate the production and distribution of section rosters to all players on a regular basis
7. Administer leave request processes for players in consultation with the Orchestra Personnel Manager
8. Maintain attendance records and call counts, providing regular reports to relevant parties
9. Provide assistance and support leading up to and on audition days
10. Assist the Orchestra Personnel Manager with player accommodation and travel requirements
11. Assist the Orchestra Personnel Manager with annual and cyclic roster distribution
12. Assist the Orchestra Personnel Manager in providing financial information as necessary, to ensure concerts are appropriately budgeted for and operate within the context of Board approved budgets.
13. Produce rehearsal schedules in conjunction with Artistic Planning team
14. Produce and update:
 - Seating Lists & Sign On Sheets for Production team
 - Orchestral personnel lists for Marketing team



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Operational Duties

15. Attend rehearsals, performances and tours as required
16. Assist with on-stage duties and stage changes as required
17. Assist the Librarian with photocopying of parts and distribution of music as required
18. Any other duties, commensurate to the role that may be required at the direction of the Orchestra Personnel Manager.

Person Specification – Orchestra Coordinator

Skills, Abilities and Experience

Essential

- Experience of working within the administration of a professional performing arts organization
- Ability to successfully meet competing deadlines
- Ability to work proactively, independently and effectively within a small team
- Highly developed interpersonal and communication skills, both written and verbal
- Ability to manage personal and sensitive issues in confidence
- Ability to make decisions under pressure and to respond calmly to changing circumstances
- Displays a high level of attention to detail and ability to multi-task
- Willingness to be hands on and apply a practical approach

Desirable

- Working knowledge of orchestral repertoire, with the ability to read music and orchestral parts
- A music degree or equivalent music qualification
- Demonstrable previous experience working in a similar role with a professional orchestra
- A detailed knowledge of the working practices and demands of a professional orchestra
- Experience using orchestral management software (OPAS, Arts Vision, Impresario)
- Intermediate or advance knowledge of MS Word, Excel and Outlook
- Experience of events management, in particular concerts and rehearsals
- Ability to read, understand and interpret orchestrations and stage plans
- Experience of resolving difficult situations through negotiation

Special Requirements

- There is a requirement for this post holder to be on-call in order to deal with immediate orchestral emergencies. This responsibility will be shared with the Orchestra Personnel Manager.
- Early morning, evening and weekend work is required due to attendance at orchestral activities
- Ability to participate in the lifting and movement of musical instruments and other stage apparatus
- Driver's License and ability to travel (mainly domestic, internationally as required)

How to Apply:

Qualified candidates are encouraged to submit a current CV and Cover Letter outlining your suitability to the attention of Shivani Marx, General Manager, People, Culture and Operations. Applications or queries can be submitted via email to Shivani at marxs@aso.com.au

The ASO invites applications from all qualified candidates with current working rights in Australia.

This is a two-year contract commencing in spring 2020