

Orchestra Manager Position Description

Employment Basis: Part time 0.4FTE from January 2021 - October 2021; potential for contract extension. Mondays essential

Location: Darwin

Reports to: General Manager

Direct reports: N/A

Working relationships: Volunteer and casual musicians, Artistic Director/Chief Conductor, Operations Manager, Concertmaster and Education Outreach Officer, Finance Officer and Communications and Administration Officer.

KEY ACCOUNTABILITIES

- Act as the first point of contact for orchestra members at rehearsals and performances.
- Manage rehearsals, including rehearsal start and break times, dealing with musician queries, attendance lists, photocopying requests, and relaying issues to the conductor.
- Develop and distribute rehearsal schedules to musicians and all relevant parties.
- Liaise with Artistic Director/Chief Conductor (AD) on orchestral matters, including confirming musicians; player selection and availability; and expressions of interest.
- Engage players and administer orchestral and guest artist contracts for all performances, special events and education activities in a timely and systematic manner
- Act as Stage Manager for DSO performances, including managing players, resolving issues, and providing artistic assistance to AD/CC as required.
- Manage players and artists backstage; resolve or escalate any issues
- Ensure Finance Officer has up to date artist employee forms, contracts and time sheets to process payroll
- Manage all aspects of artists' travel, accommodation and remunerations in a professional and timely manner and within prescribed budgets.
- Prepare and issue detailed orchestral schedules, tour and artist itineraries
- Coordinate the logistics of auditions in consultation with the Artistic Director/Chief Conductor and Concertmaster and Education/Outreach Officer.
- Attend and administer Player Representative Group (PRG) meetings as required.
- Help with performances and workshops in schools and performance spaces.
- Maintain and develop efficient systems for player bookings, off-site communications, and concert management
- Assist Operations Manager in rehearsal and performance venues with stage set up, technical requirements as needed.
- Other duties as required.

Key Skills and Experience

Essential

- Strong written and verbal communication skills
- Excellent interpersonal skills; experience working effectively with a diverse range of people
- Previous experience working in an orchestral, live performance, arts and/or events setting
- Highly organised with the ability to juggle competing deadlines
- Ability to work cooperatively and efficiently in a small team
- Passion for music and the performing arts
- Developed computer literacy and ability to learn organisational systems.

Desirable

- Tertiary qualifications in music or similar
- Experience in orchestral management, and/or technical and production delivery for live performance.
- Previous experience in an arts organisation, with an understanding of its structure and systems

Qualifications

Drivers licence

Ochre Card

Applications close Thursday 10 December, 5:00pm ACST. Interviews will be held Monday 14 December.

To apply for this position, please forward your CV and a one page summary sheet responding to the key selection criteria to kate.stephens@cdu.edu.au