

# Melbourne Symphony Orchestra

## POSITION DESCRIPTION

<b>Job Title</b>	Orchestra Manager	<b>Date</b>	November 2024
<b>Department</b>	Artistic Operations	<b>Reports to</b>	Head of Orchestra Management
<b>Location</b>	MSO Office, Southbank / Remotely	<b>Role Status</b>	Full time, rostered

### 1. POSITION PURPOSE

The Orchestra Manager is an integral part of the MSO Artistic Operations team.

The position is responsible for managing the day-to-day activities of the orchestra, including but not limited to:

- Ensuring that a full orchestra is presented in rehearsals and performances as required.
- Being the primary contact for allocated sections of the Orchestra.
- Manage the rostering of permanent musicians and booking of casual musicians for all MSO programs, ensuring adherence to artistic & budgetary considerations.
- Oversee musician audition and trial processes, in collaboration with the wider Artistic Operations team.
- Manage the implementation of MSO's Health & Wellbeing program, in collaboration with the People & Culture Manager.
- Represent the Artistic Operations team in all activities and liaising with other departments and stakeholders to ensure smooth and efficient management of all orchestral activities.

Due to the nature of this position, a flexible roster will apply, involving both weekend and evening work. Ability to undertake local and international touring is a requirement of the position.

### 2. MSO VALUES and GUIDING PRINCIPLES

#### VALUES

Innovation, Collaboration, Respect, Diversity

#### GUIDING PRINCIPLES

**We listen** to each other, and we listen to our audiences. We continuously tune into building connections that bring joy and validation.

**We create** welcoming experiences that showcase the beauty and wonder of artistic craft. Innovate performances that elevate the moment and endure in the spirit.

**We unite** our individual strengths and celebrate our unifying love of music, fostering understanding and belonging.

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## 4. MAJOR RESPONSIBILITY AREAS

The main areas of responsibility include:

- Orchestral rehearsal and performance management
- Orchestral resource management, including but not limited to player bookings and coordination of rostering requirements for allocated orchestral sections
- Participate in and coordinate permanent and casual musician recruitment processes as required
- Ensure implementation of and adherence to the Melbourne Symphony Orchestra Musicians' Agreement (EBA)
- Orchestra administration (including managing musician leave, guest musician travel, and payroll)
- Participate in the season budgeting process, as required
- Player wellbeing
- Artistic Operations team membership
- Ensuring adherence to OH&S principles

5. KEY RESULT AREA	MAJOR ACTIVITIES
<b>Orchestra Personnel Management</b>	<ul style="list-style-type: none"> <li>• Coordinate the rostering of permanent musicians and MSO Academy members, as well as the engagement of casual musicians, with regard to musical score, artistic/technical, and budgetary requirements.</li> <li>• Act as the key Orchestra Management team contact for allocated orchestral sections, and as the Orchestra Manager on Call in line with the on-call roster.</li> <li>• Manage and administrate permanent and contract musician leave requests.</li> <li>• Ascertain and communicate booking and rostering requirement to players in a timely and accurate fashion.</li> <li>• Coordinate travel requirements for guest musicians as required.</li> <li>• Coordinate, attend, and lead, where appropriate, musician meetings, including but not limited to section, musician trial, and disciplinary meetings.</li> <li>• Prepare fortnightly musician payroll in an accurate and timely fashion.</li> </ul>
<b>Orchestral Rehearsal and Performance Management</b>	<ul style="list-style-type: none"> <li>• Manage MSO rehearsals and performance in adherence with policies and procedures, particularly in consideration of OH&amp;S processes and prevailing MSO Musicians Agreement (EBA).</li> <li>• Efficiently and proactively resolve any issues (disciplinary, disputes, staging, OH&amp;S) that may arise in an appropriate manner, communicating and escalating issues to the HOM and/or People &amp; Culture Manager where appropriate.</li> <li>• Ensure compliance with appropriate dress standards for MSO performances.</li> </ul>
<b>Orchestral Recruitment</b>	<ul style="list-style-type: none"> <li>• Working with members of the Artistic Operations team, participate in and oversee permanent musician recruitment processes.</li> <li>• Working with members of the Artistic Operations team, oversee casual musician auditions.</li> <li>• As required, coordinate the preparation of visa applications for new and visiting musicians when required with People &amp; Culture and Symphony Services International.</li> </ul>
<b>Orchestral Administration</b>	<ul style="list-style-type: none"> <li>• Accurately prepare/issue/proof performance related material such as weekly rosters, orchestra lists, and other associated company materials as relevant.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Manage and ensure the accurate tracking and administration of call counts for orchestra musicians.</li> <li>• Undertake other general administrative functions as required, including routing correspondence, and taking minutes of committee meetings.</li> </ul>
<b>Player wellbeing</b>	<ul style="list-style-type: none"> <li>• Be available to players to respond to queries and issues as they arise and to manage these with efficiency and understanding.</li> <li>• Communicating issues with other members of the team as required.</li> <li>• Be approachable, professional, and proactive in addressing potential issues, conflicts or wellbeing matters in accordance with policy, best practice and employer duty of care, collaborating with/escalating to the HOM and/or People &amp; Culture Manager as appropriate.</li> </ul>
<b>Artistic Operations team collaboration</b>	<ul style="list-style-type: none"> <li>• Work collaboratively with the entire Artistic Operations team, demonstrating the seniority of this position, including planning, advising, problem solving and supporting team priorities/objectives</li> <li>• Provide project and administrative support to the Head of Orchestra Management as required</li> </ul>
<b>Occupational Health and Safety</b>	<ul style="list-style-type: none"> <li>• Work with management and other team members to ensure that all occupational health and safety (OH&amp;S) risks are minimised through awareness and application of safe working practices and adherence to policies, procedures, legislative requirements and industrial instruments</li> <li>• Ensure all musicians meet the required criteria to work with the MSO, such as Working with Children Checks.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Carry out any other associated duties as reasonably requested.</li> <li>• Demonstrate a commitment to MSO values</li> </ul>

## 6. DECISION MAKING AUTHORITY

The position works under the general direction of the Head of Orchestra Management

## 7. ESSENTIAL CRITERIA

- Experience working in a performing arts company, preferably in Orchestra or Company Management.
- Excellent knowledge of and experience with orchestral performance practices.
- Knowledge of orchestral repertoire and the ability to read orchestral scores.
- Demonstrated ability to interpret and implement an enterprise bargaining agreement.
- Highly-developed written, verbal and interpersonal communication skills.
- Ability to exercise tact and discretion and maintain confidentiality.
- Highly developed skills in word processing and database software, in particular Microsoft 365.

## 8. DESIRABLE CRITERIA

- Formal qualifications in music
- Experience working with ArtsVision or similar database will be highly regarded
- Experience in OH&S compliance
- A valid Australian Drivers license

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- A valid Working with Children Check

## 9. PERSONAL CHARACTERISTICS

- High degree of attention to detail
- Capacity to organise, prioritise and successfully complete competing detail-oriented tasks in a busy deadline driven environment
- Systematic and logical approach to problem solving and high degree of personal organisation
- Well-developed communication skills with excellent interpersonal skills, demonstrating the ability to deal pleasantly and professionally with a broad range of people
- Ability to work independently and as part of a team
- Ability to tour and work irregular hours as required

## 10. POSITION DESCRIPTION MAINTENANCE

<b>Date of last review:</b>	November 2024
<b>Conducted By:</b>	Head of Orchestra Management
<b>Date for next review:</b>	November 2025