

Orchestral Operations Coordinator

Position overview

The Orchestral Operations Coordinator provides operational support to facilitate and enhance the Canberra Symphony Orchestra's (CSO) role as one of the largest arts employers in the Australian Capital Territory (ACT). They provide essential support across orchestral performances, community outreach initiatives, educational programs, musical services and other not-for-profit engagements.

Reporting to the Orchestral Operations Manager (OOM), the Orchestral Operations Coordinator is responsible for the ongoing coordination and implementation of CSO policies, assisting with musician personnel administration, and ensuring continued orchestral operations of the highest standard.

Key relationships

Orchestral Operations Manager (OOM)
Community and Education Manager (CEM)
Director, Artistic Planning & Development (DAPD)
Canberra Symphony Orchestra musicians (CSOM)

Key responsibilities:

Orchestra personnel administration

- Administer musician rostering for all CSO performances and engagements, as directed.
- Prepare and distribute contracts for all CSO engagements and events.
- Assist or represent the OOM / CEM at CSO rehearsals, performances and community / education engagements.
- CSO Chorus coordination.

Music library maintenance

- Maintain and organise CSO's physical and digital music library.
- Organise, prepare, and file sheet music for ongoing storage, distribution, and pickup.

Production logistics coordination

- Assist in coordinating staging and production logistics for all CSO concerts and events.
- Draft concert stage plots and production documents.
- Coordinate and transport equipment and instruments to venues across Canberra.
- Coordinate instrument and equipment hire with external clients and partners.

Audition support

- Assist the OOM in tracking CSO audition applicants, updating excerpts and documents and coordinating audition schedules.
- Attend in person auditions to assist with the ongoing setup and coordination.

Selection criteria

- Exceptional time management skills with the ability handle multiple competing priorities.
- Ability to take direction and work collaboratively within a small but dedicated team.
- Ability to take initiative and work independently toward clearly defined goals.
- Ability to work under pressure and meet tight deadlines.
- Strong interpersonal skills to build rapport and maintain strong relationships with both internal and external stakeholders.
- Strong awareness of WHS industry standards and ability to safely lift and transport equipment as required.
- Ability to work outside regular business hours, including evenings and weekends, as required for concerts, events, and rehearsals.
- Ability to hold or obtain a Working with Vulnerable People check, Police Check and a valid Australian driver's license.

Desirable

- Knowledge of classical / orchestral music or experience in the live entertainment industry.
- Familiarity with technical equipment and processes used in production.

Working with the CSO

This is a part time role of 22.5 hours per week, with flexible working hours. It often requires work outside standard business hours, in the evenings and on weekends.

Shortlisted applicants will be contacted to schedule an interview to discuss the position and responsibilities further.

Our culture

At the CSO we're a diverse and dynamic team, motivated by the opportunity to make a difference in the local community. We are dedicated to making classical music accessible to everyone, and to enhancing people's lives through our community outreach programs.

Our small but successful team includes people from all walks of life whose skills and experience contribute to a connected, vibrant and engaged workplace.

Please note we have a friendly office dog, Honey Biscuit, and occasional other guest dogs.

The CSO is an equal opportunity employer, where diversity is embraced and valued. All qualified applicants will be considered, and accommodations made for those requiring accessibility support to attend interviews. The CSO encourages applications from Aboriginal and Torres Strait Islander people.

Due to the potential for conflict of interest, the Orchestral Operations Coordinator cannot hold a regular performing position within the orchestra.

How to apply

Please submit your CV and a covering letter to recruitment@cso.org.au.

Please contact recruitment@cso.org.au if you have any questions.