



Canberra Symphony
Orchestra

Orchestral Operations Manager

Duty statement

OVERVIEW

Working to the CEO and in collaboration with the artistic leadership team, other CSO staff and CSO musicians, the Orchestral Operations Manager is responsible for the scheduling, production and operational management of all CSO concerts to ensure live performances of the highest quality. The role responds to the expectations of the current Chief Conductor and Artistic Director and the incoming artistic leadership team, to ensure the success of the CSO's multi-year artistic strategies.

RESPONSIBILITIES

Overarching

In consultation with the CEO, the current Chief Conductor and Artistic Director and the incoming artistic leadership team, manage all aspects of orchestral performances, ensemble activity and music operational requirements, including but not limited to the following:

- Coordinate and implement the delivery of all CSO orchestral and ensemble performances to a high standard, including musical services for commercial and community activities, in line with the CSO's artistic vision and annual programming, as defined by the artistic leadership team and endorsed by the CSO Board
- Adhere to industry best practice regarding the engagement, contractual arrangements and workplace conditions for CSO musicians for all performances, in accordance with the CSO Enterprise Bargaining Agreement (EBA) and Live Performance Australia (LPA) standards where relevant
- Provide practical advice to the CEO, artistic leadership team and external organisations regarding logistical requirements, venues and orchestral capacity in relation to all performances including musical service for commercial and community activities
- Ensure end-to-end delivery of orchestral operations management tasks according to schedule, logistics, budget and CSO objectives, working with the Events and Partnerships Coordinator and other CSO staff
- Promote and sustain a positive working relationship with musicians, conductors, visiting artists, CSO staff and other stakeholders, underpinned by CSO values

Orchestral and ensemble personnel

- Coordinate and administer all CSO musical activity according to the EBA, and responding to the expectations of the current Chief Conductor and Artistic Director and the incoming artistic leadership team
- Develop and maintain a database of musicians on behalf of the CSO for contracting and communication purposes
- Oversee the preparation and return of contracts of engagements and other administrative matters relating to employment of musicians



Canberra Symphony
Orchestra

- Schedule rehearsals in consultation with the Artistic Planning Manager and Concertmaster to ensure efficient rehearsal within budgets
- Attend and supervise rehearsals and concerts, as required, including maintaining an attendance record for the purposes of payments and managing the process for musicians' tickets. *Attendance will require out-of-hours work, with discretionary time in lieu in consultation with the CEO*
- Liaise with Events and Partnerships Coordinator regarding travel and accommodation requirements for non-resident CSO musicians

Operations

- Ensure the timely acquisition and distribution of orchestral and ensemble parts to musicians
- Manage the hire in and out of musical instruments
- Book performance venues in consultation with the Artistic Planning Manager
- Manage CSO auditions in consultation with the artistic team, the Concertmaster and section leaders
- Supervise end-to-end staging and technical requirements at rehearsals and performances
- Serve as WHS and First Aid Officer for the CSO and ensure other current compliance policies are implemented
- Carry out other duties as reasonably directed by CEO and Artistic Advisor

Relationships

- Build positive relationships with musicians, conductors and visiting artists, and communicate effectively any relevant information to the CEO and artistic leadership team
- Ensure relationships with venues and contractors is always professional and courteous, and accords with compliance policies and practices
- Network with other organisations to develop and augment the list of musicians required for the delivery of programs
- Work as part of the management team, communicating and collaborating with other staff and stakeholders while exercising discretion and sound judgement in all contexts



Canberra Symphony
Orchestra

KEY RELATIONSHIPS

Internal

- CEO
- Chief Conductor & Artistic Director (2020) / Artistic Advisor (from 2021)
- Principal Guest Conductor and other guest conductors
- Artistic Planning Manager
- CSO musicians
- Events and Partnerships Coordinator
- External Relations Team
- Finance Team
- Ticketing Team
- CSO Board

External

- Networks of Australian music organisations, including Symphony Services International
- Local, national and international artists and agencies
- Local and national music and cultural organisations and government agencies
- Suppliers and contractors

OTHER CONSIDERATIONS

- Management of out-of-hours responsibilities and time will be in consultation with the CEO.
- It is highly desirable that the Orchestral Operations Manager does not hold a performing position within the orchestra, due to potential conflicts of interest.
- It will be necessary to hold or obtain relevant accreditation in WHS and First Aid and undertake further training if required.

CONDITIONS

The CSO is an equal opportunity employer in accordance with its vision and values. Conditions include four weeks annual leave per annum, statutory superannuation and complimentary concert tickets.