



Canberra
Symphony
Orchestra

Artistic Operations Coordinator

Duty statement

Purpose of role

The Artistic Operations Coordinator is responsible for end-to-end implementation of the Canberra Symphony Orchestra's (CSO) Kingsland Program for emerging artists, as well as coordinating visiting artists and providing general support for CSO rehearsals, performances and events.

The Artistic Operations Coordinator reports to the CEO and works closely with the Artistic Planning Manager and the Orchestral Operations Manager. The role responds to the expectations of the current Chief Conductor and Artistic Director and the artistic leadership team, supporting the realisation of the CSO's multi-year artistic strategies.

Key attributes

- Passion for delivering high quality music experiences.
- Demonstrated experience in and knowledge of the orchestral environment.
- Sound and nuanced practical judgement.
- Capacity to model performance requirements and effective use of resources.
- Project management skills to ensure timely delivery of programs.

Key responsibilities

- End to end implementation of the Kingsland Program including inbox management, music co-ordination, attendance at rehearsals / performance and management of WHS / first aid requirements.
- Provide strategic advice to the Artistic Planning Manager to help shape and inform Kingsland Program planning and development, drawing on knowledge of the pre-professional and youth music landscape.
- Assist with coordinating visiting artists throughout the CSO concert season.
- Manage CSO rehearsals, performances and events as directed by the Orchestral Operations Manager.
- Other tasks as directed by the CEO, Artistic Planning Manager and / or Orchestral Operations Manager.

Key relationships

- CEO
- Artistic Planning Manager
- Orchestral Operations Manager