

## POSITION DESCRIPTION



**Job Title:** Orchestra and Operations Manager  
**Role Status:** Full time  
**Reports To:** General Manager  
**Direct Reports:** Nil  
**Date:** 4 May 2017

### Primary Objective

The Orchestra and Operations Manager is responsible for the administration, organisation and delivery of effective and efficient production and operations management, working closely with both the Artistic Director and the General Manager.

### Context Statement

The Darwin Symphony Orchestra (DSO), a not-for-profit organisation celebrating its 28th year in 2017, is a treasured community icon throughout Darwin and the Northern Territory as a whole. Comprising approximately 65 volunteer musicians and a small professional core who live and work within the Darwin community, the DSO is an orchestra of and for the community.

The DSO's identity as an accessible and essential community resource has resulted in concerts being held in some of the most remote places imaginable with a diversity in programming that crosses all cultural boundaries. From floating on pontoons on the Katherine River to performing on a working barge on Darwin Harbour and becoming the first symphony orchestra to perform at Uluru, the DSO exemplifies the unique 'can do' attitude that is representative of the people of the Northern Territory.

### Key Responsibilities:

1. Plan and manage the operational requirements of the DSO, meeting deadlines and keeping within prescribed budgets.
2. Work with all internal and external stakeholders in a professional and respectful manner.
3. Manage all aspects of rehearsals and performances of the full orchestra and ensembles, including production, stage management and venue requirements.
4. Manage the ongoing recruitment, communication with and attendance at rehearsals of DSO players and act as their first point of contact.
5. Manage all aspects of guest artists and contingency players' travel, accommodation and remunerations in a professional and timely manner and within prescribed budgets.
6. Manage the recruitment and training of crew members and other concert-based workers, both paid and volunteer.
7. Coordinate and liaise with allied organisations to achieve outcomes for funded projects.
8. Coordinate the logistics of auditions in consultation with the Artistic Director and Concertmaster.
9. Take responsibility for the storage and maintenance of musical and other equipment, and ensure that equipment is available as required for rehearsals and performances.
10. Assist the Concertmaster in the management and logistics of the DSO ensemble's travel and performances.
11. Coordinate all operations relating to tours as required.
12. Undertake other tasks and activities as required from time to time.

## **Selection Criteria**

### **Essential:**

1. An extensive knowledge and understanding of classical music and orchestral musicians, including staging and concert presentation.
2. Experience in organising successful complex events.
3. High level organisational and administrative skills, including attention to detail, accuracy, and the ability to effectively prioritise multiple tasks and meet deadlines.
4. High level interpersonal and negotiation skills and a demonstrated ability to build and maintain effective networks with a range of internal and external stakeholders from diverse professional and cultural backgrounds in a creative and often high-pressure environment.
5. Proven collaborative team player, with the ability to work flexibly within a small team.
6. A positive and approachable manner and an effective problem solver; energetic and enthusiastic.
7. Respect for all areas of the DSO – artistic, production, management and administration – and a demonstrated ability to liaise between all areas to ensure effective communication with all stakeholders.
8. Strong computer skills and experience in Microsoft Office.
9. Ability to perform manual labour (eg setting up rehearsals, moving chairs, carrying music etc).
10. A valid driver's licence.
11. Ability to work flexible hours and weekends.

### **Desirable:**

1. Previous experience in a similar role.
2. A tertiary qualification in music would be an advantage.

### **Further Information:**

An application addressing the Selection Criteria plus a curriculum vitae must not exceed a total of 5 pages.

Contact: Diana Jarvis, Acting General Manager  
Office: (08) 8946 6974  
Mobile: 0408 535 586  
Email: [diana.jarvis@cdu.edu.au](mailto:diana.jarvis@cdu.edu.au)

Fixed vacancy

**Vacancy Closes: 21 May, 2017**