

POSITION DESCRIPTION AND APPLICATION INFORMATION

Orchestra and Operations Manager (0.8FTE, two-year fixed term)

About Us

Darwin Symphony Orchestra (DSO) is a leading cultural organisation in the Northern Territory and its only symphony orchestra.

Based in Darwin, DSO is recognised as a centre for distinctive artistic work and aims to present and promote inspirational orchestral music to local, national and international audiences.

A vibrant and innovative orchestra, DSO has a dedicated group of more than one hundred volunteer musicians and a small core of paid professional musicians. Our location has seen the orchestra deliver artistic and educational programs that are responsive to the Northern Territory's unique culture and geography for over 30 years.

DSO has established a reputation for collaborating with a wide range of artists and arts organisations, broadening our reach and enriching our work. These collaborations centre NT First Nations artists and stories, music, dance, poetry, singing and visual media, giving audiences and participants a distinctive experience that celebrates our cultural context.

About the Role

The Orchestra and Operations Manager role is an integral part of the DSO team, acting as the main contact for the orchestra's musicians, and managing production and delivery of orchestral and ensemble performances to a high standard.

Play an important part in bringing performances to life in this exciting and varied role, working with a small and collaborative team.

KEY RESPONSIBILITIES

Orchestra Management

- Manage rehearsals and act as the first point of contact for orchestra members
- Confirm musician selection and availability; develop rehearsal schedules, music and production requirements.
- Engage players and administer orchestral and guest artist contracts for all performances and education activities in a timely and systematic manner
- Manage all aspects of artists' travel, accommodation and remuneration within prescribed budgets
- Maintain and develop efficient systems for player bookings, communications, and concert management

Operations and Production

- Manage production and technical aspects of rehearsals and performances of the orchestra and ensembles. This includes:
 - Managing bump ins and bump outs, set up of orchestra in rehearsal and performance venues, including some lifting and movement of equipment
 - Liaising with venues to confirm technical requirements; developing and distributing production schedules, run sheets and stage plans
 - Ensuring access, parking, security, lighting, air-conditioning, equipment (chairs, stands, risers) are prepared
 - Organise hire and transport of instruments and equipment
 - Complete and update risk assessments for DSO performances and events
- Obtain quotes for operational and music library requirements, ensuring they are within budget
- Manage the recruitment and training of crew members and other event workers, both paid and volunteer
- Take responsibility for the safe storage, transport, and maintenance of musical and other equipment
- Help with education performances and workshops in schools and other venues
- Coordinate operations relating to tours as required

Music Library

- Coordinate music library requirements, including:
 - ensuring editions and instrumentation correspond with planning
 - Coordinating music hire, pick-up and delivery
 - Photocopying and distribution of parts
 - general library upkeep, including updating inventory and correct storage of scores

SELECTION CRITERIA

Required

- Experience and qualifications in the arts or events industry, with demonstrated high level planning, project and time management skills
- Excellent interpersonal skills, with the ability to effectively communicate with a variety of key stakeholders
- Ability to work effectively in a collaborative and communicative team environment

- Adept at anticipating and resolving issues, while maintaining a calm and practical approach
- Highly organised with a strong attention to detail
- Excellent written and verbal communication skills
- Excellent computer skills, including MS Office

Preferred

- Tertiary music qualification
- Prior experience in Orchestral Management, Stage Management, or similar roles in Production, Technical or Artistic areas.
- Experience reading or reviewing contractual documents
- Knowledge and understanding of the broader cultural sector across Australia
- Proficiency in Sketchup preferred

How to apply

Please send your resume along with a cover letter outlining your relevant skills and experience, and why you would like to take on this role. Applications should be no longer than 3 pages.

Please address applications to Kate Stephens, General Manager at kate.stephens@cdu.edu.au. Any queries can also be directed to this address.

Darwin Symphony Orchestra is committed to diversity, equity, and inclusion. We strongly encourage applications from First Nations People, people of culturally diverse backgrounds, people from the LGBTIQ+ community, people with disabilities, and people from all sectors of the community.