

**Position Title:** *Music Operations Manager*  
**Department:** *Music*  
**Reports to:** *Music Director/Chief Conductor*  
**Direct Reports:** *No*  
**Touring:** *Yes*  
**Date:** *May 2021*

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## Summary

Under the direction of the Music Director and Chief Conductor, the Music Operations Manager works with the Music Team to ensure the delivery of the varied music needs of The Australian Ballet at the highest possible standards. The position is responsible for coordinating the music production and operational requirements of the Company. The position works in close collaboration with the Music Staff, the Artistic team, the production team, and a variety of external stakeholders, including liaising with the Company's regular partner orchestras across Australia and the venues in which we perform

The position is Melbourne based and will require short stay travel within Australia. Hours of work are varied to accommodate the performance schedule of the Company and will include work on weekends and in the evenings.

## Our Company

The Australian Ballet is one of the world's leading national ballet companies and a globally recognised Australian major performing arts organisation. Each year the company presents upwards of 220 performances through its main stage seasons in Melbourne, Sydney, Brisbane, Adelaide and Perth, along with public programs, special events, an extensive regional tour, a Children's Ballet and Education programs and regular overseas tours.

Orchestra Victoria (OV), provides pit services for ballet and opera in Victoria, and is a wholly owned subsidiary of The Australian Ballet. The Australian Ballet and Orchestra Victoria have an annual turnover of more than \$70 million and employ over 265 staff.

## Our Values

**We are exceptional** In our art we strive to inspire, transform and to connect emotionally with our audiences. Beauty, athleticism, technical excellence, and strength are hallmarks of our aesthetic.

**We are ambitious** We know where we are going. We believe in our ability to make things happen and to reach for the stars. We're disciplined and don't give up. We do things today.

**We are innovators** Creativity powers our company. We value knowledge, experience, open-mindedness, fresh thinking, and passion on and off the stage.

**We are proudly Australian** Our company joyfully reflects the rich diversity of our nation, speaking to all Australians, and about Australia, to the world.

**We are one team** We work as one team towards common goals across the entire organisation, wherever we are and whatever we do. We are friendly, trusting in our relationships, always open to the other point of view, and willing to have courageous conversations.

**We are sustainable** We recognise the importance of diverse and growing income streams, and our dependence on state-of-the-art facilities and systems. We emphasise analysis, critical thinking, and careful planning in all our work.

### **Duties and Responsibilities**

- Co-ordinate the Music Director's schedule across the Company and with external stakeholders
- Co-ordinate and track the production arrangements between TAB and its orchestral providers as required. This includes rehearsal orders, running times, seating plans, bump-in/out, instrument hires, piano tunes, OH&S issues, rostering, guest artist requirements and follow-up on any items requiring action from show reports.
- Assist in the liaison with performance venues on TAB season music requirements including in-theatre AV departments regarding amplification, foldback, vision monitors and pit-change requirements.
- Assist with the drafting and tracking of TAB annual Music budgets and expenditure.
- Liaise with TAB production staff to ensure music requirements in the theatre are met (e.g., podium, stand and conductor LX is operational for placing and tech calls and piano mic and vision monitor is set as required).
- Coordinating information from and to Music department across the Company, as required. This may include proofing all music details in contracts, technical schedules, cast sheets, souvenir programs, promotional materials, and creative works
- Assist TAB music staff with the collation and distribution of perusal scores and archival recordings to orchestral partners and guest artists.
- Co-ordinate the Music Director's travel requirements.
- Assist with the drafting of contracts for guest artists, composers, and music publishers
- Liaise with Company Management regarding guest artist's requirements including schedule/call sheet distribution and domestic travel / accommodations as required.
- Liaise with TAB pianists and guest artists including collation & distribution of rehearsal info (including location details), warm-up room/dressing room requirements, security passes and rostering.
- Assist in the coordination of TAB's non-mainstage music performance requirements (e.g. co-ordination of BodyTorque music requirements, or of soloists, choirs etc.)
- Assist in the coordination of recruitment, interview and auditions for annual Music Fellowship programs and Music Department vacancies.
- Oversee piano moves and tunes in all venues. This includes maintenance and tuning of studio pianos and overseeing the piano changeover every 18 months (as required)
- Together with Company Management assist with the arrangement of tickets for orchestral partners and music guest artists.
- Act as problem solver and music staff support for theatre rehearsals through to opening night.
- Co-ordinate music department freight logistics.
- Set-up of keyboard, PA or other electronic equipment as required in ballet rehearsal studios, orchestra pits, and for the delivery of in-theatre education/outreach activities.
- Oversee the music contacts database and music schedule.
- Research repertoire requirements as required.

### **Knowledge, skills, and abilities**

- Thorough understanding of classical music, and orchestral music in particular
- Capacity to read music
- Demonstrated understanding of, and experience in, the Australian orchestral sector
- Experience working in an arts company, preferably in an administrative position
- Intermediate to advanced Microsoft Word and Excel skills

**Qualifications and experience**

- Tertiary qualification in music is desirable
- Audio experience is desirable (but not essential)
- Experience in working with variety of industrial agreements
- Experience working with arts planning software
- Must be willing to travel and adapt to flexible working hours.

**Attributes**

To be successful in this role the Music Operations Manager should demonstrate the following skills, knowledge, and personal qualities:

- Dedicated Work Ethic
- High level communication skills, verbal and written, with colleagues, external musicians
- Understanding of artists needs
- Initiative, analytical skills
- High level attention to detail and accuracy
- Creative approach to issues
- Strong organisational and coordination skills
- Good decision-making skills
- Negotiation skills
- Flexibility, adaptability, and diplomacy
- IT skills in excel, word, outlook and quick to learn new applications
- Team worker when necessary and equally able to work independently as required
- Ability to multitask
- Time efficiency and capacity to meet strict deadlines
- Resilience to high stress situations
- Sense of humour