

Orchestra Manager Position Description

Orchestra Victoria

Orchestra Victoria is one of only two specialist opera and ballet orchestras in Australia. Established in 1969, Orchestra Victoria is a world-class performance partner of The Australian Ballet, Opera Australia and Victorian Opera. With a rich history performing with opera, dance and musical theatre companies, Orchestra Victoria is dynamic and versatile with expertise in an incredible breadth of repertoire.

The Company performs regularly in the State Theatre in Melbourne and presents concerts and education programs in regional and outer metropolitan centres across Victoria. Orchestra Victoria's administrative offices and rehearsal studio are located at 77 Southbank Boulevard, Southbank. It is a wholly-owned subsidiary of The Australian Ballet.

Role overview

The Orchestra Manager is key part of an orchestra management team responsible for all the requirements of its musicians. The Orchestra Manager reports to the Executive Director (ED), and works closely with musicians, partner company management, artistic staff, contractors and the wider Orchestra Victoria team to deliver high quality events. The incumbent will be a positive, motivated and proactive person, with initiative, diligent and collaborative, working to a consistently high standard.

The Orchestra Manager is a central role with primary responsibility for musician personnel management, including scheduling, rostering, booking and contracting seasons, leave, recruitment and auditions, internal communications and project costings. It works closely with musician personnel and is a key role for the organisation providing the managerial oversight of its artistic personnel to ensure the orchestra's high calibre of performance throughout its seasons. It liaises with its performance partners to ensure the high calibre of the company's performance collaborations. The role is supported by an Assistant Orchestra Manager.

The position is based in Melbourne but may require 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.

Key responsibilities

This is a critical role in the orchestra that requires an ability to oversee the management of musicians' requirements, take responsibility for musician personnel in the Company's artistic activities and show initiative across a range of tasks, including partner company relationships.

Orchestral management

- Rostering and managerial oversight of musicians' workflow for projects and the Company's schedule;

- Booking and contracting musicians in liaison with the orchestra's section leaders and Artistic Director;
- Coordination of musicians' personnel requirements, including leave, contracts and details;
- Collation of planning information for preparation of draft cost estimates, preparation of partner company cost estimates for seasons and post-season reconciliations;
- Provision of advice in respect of the Company's enterprise agreement and service level agreements;
- Managerial oversight of the musician's payroll information to ensure it aligns with the work undertaken by rostered and contracted musicians;
- Preparation of the annual schedule for release, and managerial oversight of the Company's scheduling system;
- Managerial oversight of all musician recruitment activities including auditions and EOI processes in collaboration with relevant staff, including leading delivery/operations and coordinating information for panel and applicants;
- Key contact for partner arts companies, liaison with musicians and other professional Australian orchestras and as required;
- Supervision of an Assistant Orchestra Manager, including delegation of responsibilities, managerial oversight and support.

Health and safety

- In consultation with the Head of Operations, ensure compliance with OHS policies and procedures and support employee health and wellbeing through effective oversight of the musicians' workloads and proactive approaches to training and support;
- Demonstrate Orchestra Victoria's values;
- Undertake Workplace First Aid officer training.

Selection Criteria

Essential

- Significant experience working in an arts company, preferably with orchestral management experience, and/or relevant training combined with significant experience and knowledge relevant to orchestral management;
- Exceptional interpersonal skills, with a demonstrated ability to communicate professionally, empathically and with sensitivity to artists' needs;
- Exceptional problem-solving skills, a proactive approach, and the ability to work efficiently in time-pressured environment applicable to working in a performing arts company;
- Capacity to interpret and provide advice in relation to enterprise agreements and awards;
- Outstanding organisational and multi-tasking skills to support the company's artistic excellence, with a continuous improvement approach to organisational systems;
- Highly-developed Excel skills and experience with Microsoft Outlook and Word;
- Ability to work irregular hours including evenings and weekends, and travel with the orchestra as required

Desirable

- Knowledge of repertoire relevant to an opera and ballet orchestra and/or orchestral music;
- Victorian driver's license and valid Working with Children Check.

Orchestra Victoria's values

- Inspiration and quality
- Custodianship and innovation
- Collaboration and partnership
- Teamwork and respect
- Social responsibility

Key Performance Indicators

- Musicians are supported in the delivery of performances to the highest standards;
- Positive feedback from performance partners and other external stakeholders;
- Rosters and contracts are well organised and coordinated for all activities;
- Payroll, costings and budget information is accurate and complete in a timely fashion;
- Information, including project expenditure, is communicated clearly and in a timely manner to all relevant staff;
- Work is accurate and of a professional standard, with a high attention to detail;
- Working relationships are friendly and constructive;
- Schedules are up to date and released for the following year in advance of deadlines.

Relationships

Reporting to:	Executive Director
Work Team:	Orchestra Management
Direct Report:	Assistant Orchestra Manager (Team)
Key Personnel:	Artistic Director Head of Operations and Planning Orchestra Musicians Artistic Planning and Engagement Manager Orchestra Coordinator Orchestra Technicians Orchestra Librarian

Inherent Requirements

Element	Weight range / activity	Assistance available	Maximum frequency
Undertake administrative tasks including intensive keyboard/computer work	Sitting, reaching, bending, twisting	Ergonomic work stations	Daily
Use technology including computer, printer, scanner, binding machine and photocopier	Reaching, twisting, stretching, bending	Ergonomic work stations	Daily
May undertake manual handling of equipment such as music stands and chairs, instruments and moving road cases	Lifting, stretching, carrying, bending	Appropriate storage equipment and trolleys	Daily
Travel	Sitting	Appropriate luggage supplied by employee	Occasionally