



## POSITION DESCRIPTION: **Operations Assistant**

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### **Orchestra Victoria**

Orchestra Victoria is one of two specialist opera and ballet orchestras in Australia. Established in 1969 as the Elizabethan Melbourne Orchestra, Orchestra Victoria is the performance partner of The Australian Ballet, Opera Australia and Victorian Opera. The Company performs regularly in the State Theatre and other professional venues in Melbourne, Victoria, and from time to time performs interstate with its national performance partners.

Beyond its activities in the theatre pit, Orchestra Victoria also presents concerts and education workshops in regional and outer metropolitan centres across Victoria.

Orchestra Victoria has performed in partnership with The Australian Ballet for over 40 years. In 2014 Orchestra Victoria became a wholly owned subsidiary of The Australian Ballet.

Orchestra Victoria's administrative offices and rehearsal studio are located at 77 Southbank Boulevard, Southbank.

### **Role overview**

The Operations Assistant is part of a small team responsible for the technical and staging operations of Orchestra Victoria's performances and other activities. Working closely with the Operations team and musicians in a fast-paced performance environment the position requires someone who is highly motivated, attentive and affable with excellent communication skills.

The position is based in Melbourne, however some regional travel within Victoria may be required. Hours of work are varied to accommodate the performance schedule of the Company and will include work on weekends and in the evenings.

#### **1. SPECIFIC ROLES AND RESPONSIBILITIES:**

The duties of the Operations Assistant include:

- Set up for OV rehearsals and performances, including bump in/out.
- Setting up and packing down and adjusting pit equipment during season.
- Aid the Duty Manager during performance calls, including liaising with musicians, taking attendance and liaising with venue staff.
- Cleaning and maintaining instruments and equipment.
- Contributing to a safe working environment for all staff.

## 2. PREFERRED SKILLS AND EXPERIENCE:

### Essential

- Knowledge of orchestra performance practices and instruments, particularly orchestral set ups, and/or equivalent knowledge and relevant experience.
- Experience working in an arts company, preferably in an operations or technical position.
- Excellent problem-solving skills and a positive, flexible, customer service approach to delivering high quality orchestral services to presenting companies.
- Excellent communication skills, keen attention to detail and sensitivity to artists needs
- Strong organisational skills, creative approach to problem solving and flexibility
- Time management skills including the ability to multitask
- The ability to work in a team, or autonomously, as required
- Ability to work irregular hours including evenings and weekends, and travel with the orchestra as required

## 3. ORGANISATIONAL VALUES:

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

## 4. RELATIONSHIPS:

Reporting to: Head of Operation and Planning  
Work Team: Orchestra Operations and Orchestra Management  
Key Personnel: Orchestra Technician  
Orchestra Coordinator  
Orchestra Musicians

## 5. PHYSICAL REQUIREMENTS OF THE POSITION:

Due to the geographic layout and nature of work the Operations Assistant will be required to undertake a diverse range of tasks which may require various forms of mobility and more involved manual handling for bump-in/out and set-up changes for the orchestra.

Element	Weight range / activity	Assistance available	Maximum frequency
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

## 10. DATE:

January 2021

Authorised by

Sara Pheasant, Executive Director, Orchestra Victoria