

Melbourne Symphony Orchestra

POSITION DESCRIPTION

Job Title:	Artistic Coordinator	Date:	January 2025
Department:	Artistic Operations: Programming	Reports to:	Head of Artistic Planning
Location:	MSO Melbourne Office	Role Status:	Full Time

1. POSITION PURPOSE

The primary purpose of this position is to provide administrative support and project coordination to facilitate the planning and delivery of the Melbourne Symphony Orchestra's concerts.

The role reports to the Head of Artistic Planning but works closely with the Library, Orchestra Management and Production teams.

2. MSO VALUES and GUIDING PRINCIPLES

VALUES

Innovation, Collaboration, Respect, Diversity

GUIDING PRINCIPLES

We listen to each other, and we listen to our audiences. We continuously tune into building connections that bring joy and validation.

We create welcoming experiences that showcase the beauty and wonder of artistic craft. Innovate performances that elevate the moment and endure in the spirit.

We unite our individual strengths and celebrate our unifying love of music, fostering understanding and belonging.

2. DIMENSIONS & WORKING RELATIONSHIPS

Reports to	<ul style="list-style-type: none"> Head of Artistic Planning
Direct Working Relationships	<ul style="list-style-type: none"> Orchestra Librarian Orchestra Managers Production Coordinators Artistic and Engagement Manager Artistic Administrator

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3. MAJOR RESPONSIBILITY AREAS
<ul style="list-style-type: none"> • Administration, planning and information sharing • Artist Liaison • Supporting other team members with discrete projects • Coordinate Melbourne-based Artistic Administrators conferences • Occupational Health and Safety

4. KEY RESULT AREA	MAJOR ACTIVITIES
<p>Administration, planning and information sharing</p>	<p>The Artistic Planning team members are assigned programs to lead on over each season. For each of these programs the Artistic Coordinator:</p> <ul style="list-style-type: none"> • Creates contracts and deal memos, and manages their administration through internal sign of process to being fully executed by artist managers; • Updates budgets with information from artist fee deals; • Updates Arts Vision and all internal documentation in a timely manner with artist information for each program; • Confirms rehearsal plans and travel allowance rates, if appropriate, with artists and managers (e.g. string strengths, rehearsal orders, soloist calls); • Ensures that all information relating to their assigned programs such as rehearsal orders, string strengths, repertoire editions, production requirements etc is communicated and shared in a timely manner, both with internal and external colleagues; • Works with artists and managers to book flights or agree a MAR (maximum airfare reimbursement), accommodation and ground transportation as agreed in the contract; • Produces artist itineraries and, no less than two weeks prior to the first rehearsal, updates and issues itineraries to artists and managers; • Communicates with artists and managers on requests from MSO Marketing, Publicity, and Development teams; • Communicates to People & Culture Business Partner, Head of Artistic Planning and MSO Child Safe Working Group if any artists are under-18 years old and follows up to ensure that relevant safety measures are put in place according to the MSO's Working with Children policy; • Proofreads copy, programs, and other collateral to ensure appropriate artistic content, and providing advice on layout as appropriate; • After concerts manages associated invoicing process, including procuring all relevant payment and superannuation details from artists and managers; • Takes minutes for weekly Season Design meeting.

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<p>Artist Liaison</p>	<ul style="list-style-type: none"> • Welcomes artists to MSO, and accompanies artists to each of their events such as rehearsals, concerts, masterclasses and other MSO functions ensuring that the artists are comfortable and well looked after; • Organises and communicates requirements specified in artist riders; • Provides venue inductions for visiting artists, as required; • Answers general enquiries from artists in an accurate, timely and courteous manner; • Arranges private rehearsal facilities on request by the artists; • Communicates artists ticket requests to box office staff; • When artists are in Melbourne, assist the wider MSO Staff body in communicating with artists particularly with publicity and development activity; • When MSO activity is not within walking distance of artist’s accommodation the Artistic Coordinator will drive the artist in the MSO artist car; • When MSO activity is not in Melbourne the Artistic Coordinator will drive the artist in the MSO artist car (metropolitan or regional run outs for example).
<p>Supporting other team members with discrete projects</p>	<ul style="list-style-type: none"> • Supports the planning and delivery of MSO@NGV, Secret Symphony, and other projects as required;
<p>Coordinate Melbourne-based Artistic Administrators conferences</p>	<ul style="list-style-type: none"> • Coordinates all Melbourne-based Artistic Administrators Conferences, including finalising and communicating the agenda, ABC room bookings, preparing documents, advising delegates of accommodation options and booking restaurants.
<p>Occupational Health & Safety</p>	<ul style="list-style-type: none"> • Works with management and other team members to ensure that all occupational health and safety (OHS) risks are minimised through awareness and application of safe working practices.
<p>Other</p>	<ul style="list-style-type: none"> • In addition to the above, any and all other duties and responsibilities are to be performed as required and consistent with this role; • This role may require some work outside of regular hours; • Understanding of, and commitment to, EEO and privacy principles; • An offer of employment to this role may be subject to a satisfactory criminal record check. This may require appropriate international police clearances if you have lived in a country (or countries) outside of Australia for a period of more than 12 months in the last ten (10) years; • Continued employment may be subject to additional security checks from time-to-time.

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5. DECISION MAKING AUTHORITY

This role is supervised; however, the incumbent will be empowered to exercise discretion while working within the established operating procedures.

6. PHYSICAL DIMENSIONS

This role requires the ability to:

- Sit or stand for long periods, as well as regular bending, crouching, and reaching.
- Use an appropriate lifting technique to manually handle office files and items.
- Operate a computer accommodating reasonable adjustments.
- React to a display (computer screen) throughout the workday.
- Use a telephone within reasonable adjustments (including use of headset).

7. ESSENTIAL CRITERIA

- Demonstrable experience in a busy administrative role;
- Experience in contract management;
- Well-developed written, verbal and interpersonal communication skills;
- Proven computer literacy and confidence, especially in relation to Office365;
- Ability to exercise high levels of confidentiality and discretion;
- Ability to work under direction, but also with a high level of autonomy, collaboration and initiative;
- Strong stakeholder management skills;
- Ability to work irregular hours, including nights and weekends when projects require;

8. DESIRABLE CRITERIA

- Tertiary music qualification or equivalent understanding;
- A genuine passion and enthusiasm for classical music and the arts;
- Experience booking flights, hotels and ground transportation.

9. PERSONAL CHARACTERISTICS

- Friendly, personable, and approachable;
- An aptitude for working in a busy environment demonstrating initiative, drive and creative problem solving;
- Excellent organisational and time-management skills;
- Confident, polished, and able to exercise discretion in working with artistic professionals;
- The ability to work to deadlines;
- Excellent attention to detail;
- Ability to work as part of a team as well as autonomously;
- Excellent written and verbal skills.

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10. POSITION DESCRIPTION MAINTENANCE	
Date of last review:	January 2025
Conducted By:	Head of Artistic Planning; Director of Programming
Date for next review:	As required