

## ARTISTIC OPERATIONS MANAGER

### POSITION DESCRIPTION

Current: January 2025

Primary location	<p>MCO's office and main rehearsal venue is at <a href="#">431 St Kilda Road, Melbourne VIC 3004</a>. MCO staff typically work a mixture of office and remote hours, based on operational requirements.</p> <p>Additionally, the successful applicant is required to be present at all rehearsals and performances and as such, there is a regular need to work off-site across metropolitan Melbourne, throughout regional Victoria and occasionally interstate.</p>
Reporting to	Executive Director
Position type	Full-time (37.5 hrs per week / 10-day fortnights, rostered according to operational requirements)
Salary details	\$80,000 - \$90,000 per annum, commensurate with experience, plus statutory superannuation
Employment period	Permanent and ongoing. There will be a six-month probation period
Other conditions	The applicant will be an Australian citizen or have appropriate permissions to work in Australia
Commencement date	Monday 3rd March 2025 (or earlier if available)
Application process	<p>Please email your application to MCO Executive Director Adele Schonhardt (contact details below). Your application must consist of:</p> <ul style="list-style-type: none"> <li>a) a covering letter of one page only at a legible font size, detailing your fit with the role's selection criteria, and;</li> <li>b) a curriculum vitae</li> </ul> <p>On request, you will need to provide contact details of two professional referees. Shortlisted applicants will be invited to attend an interview in the week of Monday 17<sup>th</sup> February 2025</p>
Applications close	Wednesday 12 <sup>th</sup> Feb 2025
More information	<p>If you have questions about this role or the application process, please contact:</p> <p>Adele Schonhardt OAM          Executive Director  <a href="mailto:adele.schonhardt@mco.org.au">adele.schonhardt@mco.org.au</a>          03 9119 1590</p>

## **About Melbourne Chamber Orchestra**

Melbourne Chamber Orchestra is Victoria's preeminent small orchestra and the leading independent Victorian chamber music organisation. For over 30 years, the orchestra has created a distinctive orchestral practice, with a collegial ethos, exploratory programming, and ambitious regional touring. The Artistic Director is the respected Australian violinist, chamber musician and artistic leader Sophie Rowell.

Founded in 1991 as Australia Pro Arte Orchestra, MCO presents music for between four and thirty musicians, and is a predominantly strings-only ensemble comprised of Victoria's most talented and exciting chamber musicians. Regular collaborations with guest musicians and soloists broaden the orchestra's appeal and its artistic horizons, and an active commissioning program extends MCO's musicmaking into the future. A small but meaningful range of education offerings sees MCO musicians perform to school students throughout Victoria, demonstrating the power of music in everyday lives and inspiring future generations of musicians.

MCO presents a ten-concert flagship orchestral season at the Melbourne Recital Centre, which is regularly broadcast by ABC Classic and MBS Fine Music to extend access to its work nationally and internationally. The orchestra also presents more than 20 touring performances and events, and prides itself on bringing chamber music to all parts of regional Victoria. This includes MCO's annual *A Feast of Music* festival in Daylesford, a long-running series of concerts showcasing the very best chamber music talent.

## **About the Artistic Operations Manager (AOM) Role**

This position requires the efficient and effective management of the artistic duties of Melbourne Chamber Orchestra, covering our concert seasons at the Melbourne Recital Centre, our regional touring program, education program, external hires and special events. Typically, MCO would stage around 50 performances and events, more than half of which are in regional Victoria or peri-urban Melbourne.

This is a very responsible management role within our small team. You will bring your experience and self-motivation to ensure best-practice approaches to all aspects of our performance program. You will look ahead to prevent problems; pre-empt the needs of colleagues and musicians; have strong planning skills; and systematic work practices. You will have excellent interpersonal skills to maintain appropriate relationships and communication with all stakeholders.

The Artistic Operations Manager needs to be able to manage flexible hours around rehearsal and performance requirements, and be able to accompany the orchestra on tour. It is a requirement that leave is not taken during critical operational periods.

This position works closely with the Artistic Director (AD) and Administration Manager (AM) and reports to the Executive Director (ED).

## Key Selection Criteria

The successful applicant will:

- have previous relevant experience in orchestra management;
- be able to read music, and have at least some knowledge of orchestral and chamber music repertoire and music history;
- possess a familiarity with the orchestral scene in Australia and its participants;
- be the face of the organisation to our musicians and be seen as open, communicative, knowledgeable, task-focussed and competent;
- understand the requirements of orchestral musicians, the logistics associated with touring and of presenting concerts in different venues;
- be prepared to work flexible hours during the concert season and on tour;
- show exceptional personal organisation skills, including the ability to work independently and coordinate the multiple demands of presenting programs and planning seasons;
- be able to build and manage the orchestra's schedule working with the AD & ED;
- be aware of OH&S issues in an orchestral context and will have a first aid certificate or the willingness to obtain one;
- have experience stage managing performances, and a general understanding of the technical requirements of live performance, including the ability to set up, operate, and pack down basic lighting and sound equipment;
- be physically able to transport, set up and pack down equipment and musical instruments required for MCO activities, in accordance with safe manual handling procedures;
- have experience with budgeting and project modelling;
- be computer literate and competent in preparing professional office documents such as contracts and schedules in Microsoft Office applications, and be able to use an Apple computer;
- have strong negotiation and conflict management skills;
- possess a full and current driver's licence.

## Job Description

### A. Player and Artist Management

- Liaise with Artistic Director (AD) on all artistic matters, such as booking musicians; player selection and availability; expressions of interest; schedules and production requirements;
- Engage players for all performances, special events and education activities in a timely and systematic manner;
- Keep ED informed on all artistic operational matters, escalate issues as required;
- Liaise with ED regarding guest artist engagements and administer artist contracts;
- Arrange travel and accommodation for guest artists and players;
- Prepare and issue detailed orchestral schedules, tour and artist itineraries;
- Maintain player attendance records. Liaise with the Administration Manager to enable prompt payment of fees and allowances to musicians and artists;
- Manage and monitor MCO musicians' orchestral attire;
- Organise musicians for photo shoots or media activities as required.

- Attend and administer player meetings as required. Attend regular staff meetings and one-on-one meetings with AD and ED.

#### B. Music Library

- Research availability of music for proposed programs and alert AD/ED to potential issues.
- Research recordings of proposed repertoire if required;
- Organise hire and purchase of all print music and manage hire agreements;
- Ensure editions and instrumentations correspond with planning;
- Prepare parts as required for each program (e.g. photocopying, scanning, binding, page turns);
- Liaise with AD to ensure parts are bowed in advance of each program;
- Distribute parts to players and ensure all parts are returned;
- Maintain MCO music library and catalogue;
- Provide program information to APRA AMCOS for preparation of annual licensing agreements.

#### C. Production

- Research, assess availability, obtain quotes and book all rehearsal venues, ensuring contracts or agreements are finalised;
- Ensure all aspects such as access, parking, security, lighting, air-conditioning, refreshment facilities, equipment (chairs, stands, risers), and concurrent events are prepared for;
- In consultation with the ED, engage crew assistance if required;
- Take responsibility for bump in/bump out, setting up rehearsal venue prior to artist arrival and securing before leaving;
- Manage rehearsals on behalf of MCO, e.g. rehearsal start and break times, dealing with musician queries, and relaying issues to the AD or conductor;
- Liaise with Melbourne Recital Centre with respect to annual venue bookings in conjunction with annual planning;
- Obtain quotes and book performance venues for MCO-presented concerts and administer the contract process;
- Obtain quotes and organise hire and freight of large instruments and equipment (e.g. percussion, harpsichord, staging) for all concerts;
- Organise piano and harpsichord tuning.

#### D. Concert Management

- Provide all MCO event forms/details and production requirements to performance venues in advance. Check provisional quotes against budget;
- Liaise with venue staff. Arrange and attend production meetings;
- Prepare and circulate schedules and running sheets;
- Ensure all MCO orchestral/production equipment is delivered to and collected from performance venues;
- Manage players and artists backstage; resolve or escalate any issues;

- Liaise with MRC stage manager regarding the presentation/running of the concert. Stage manage performances in all other venues;
- Direct stage crew;
- Liaise with recording entities (eg. ABC Classic, 3MBS), providing relevant information and ensuring agreements/contracts are in order.

#### E. Regional and Metropolitan Touring

(In addition to the Concert Management duties above):

- Plan and provide costings for touring requirements (buses, accommodation, hire vehicles, freight and tuning) to facilitate funding applications;
- Book and liaise directly with bus companies, rental vehicle companies, accommodation providers and restaurants for evening meals;
- Where possible/feasible, be responsible for driving staff & musicians to and between regional touring engagements
- Provide performance venues with concert details and technical requirements;
- Take responsibility for adhering to tour itineraries, keeping tour party informed of changes.
- Manage players on tour.

#### F. Education

- Working closely with specialist contracted staff, and the MCO AD & ED, help oversee the planning and delivery of MCO's education activities;
- Liaise with teachers, schools, and venues as required to discuss and confirm logistics, scheduling, child safety, and production requirements;
- Travel to education events (e.g. workshops, performances) and manage the running of each event (as per responsibilities in *D. Concert Management*)
- Liaise with MCO colleagues to ensure necessary feedback is gathered and recorded following the completion of a given event.

#### G. Other

- Participate in the annual budgeting process by providing costings for MCO's artistic operations (player fees, production costs, etc.);
- Help prepare financial modelling for outside hires of MCO;
- Help maintain internal MCO calendars, ensuring alignment with the orchestra's schedule;
- Maintain and develop efficient systems for player bookings, off-site communications, concert management, and recording past performance data;
- Share responsibility for office/phone reception, general administration, database management and ticketing enquiries;
- Other duties as required.