

POSITION DESCRIPTION

West Australian Symphony Orchestra

POSITION:	Operations Coordinator (max-term part-time)
DEPARTMENT:	Orchestral Management
LOCATION:	Level 3, 445 Hay Street, PERTH WA and other operational venues
UNDERLYING AWARD:	Live Performance Award 2010
CLASSIFICATION:	Production and Support Staff
AWARD LEVEL:	Level 5
EFFECTIVE DATE: 2025	

1. PURPOSE OF POSITION

The purpose of this role is to provide operational and logistical support for all WASO rehearsals, performances, projects, and activities under the direction of the Operations & Logistics Manager.

2. KEY RELATIONSHIPS	
REPORTS TO	<ul style="list-style-type: none"> Operations & Logistics Manager
DIRECT REPORTS	<ul style="list-style-type: none"> Nil
KEY INTERNAL RELATIONSHIPS	<ul style="list-style-type: none"> Orchestral Management Planning & Engagement team Relevant staff from other departments
KEY EXTERNAL RELATIONSHIPS	<ul style="list-style-type: none"> Grace Removals Venue staff Suppliers, contractors, etc.

3. WASO VALUES	BEHAVIOURAL REQUIREMENTS
EXCELLENCE	<ul style="list-style-type: none"> We continue to learn and improve as individuals and as a team We celebrate our achievements and those of others We value a disciplined workplace that nurtures a strong culture of creativity and innovation We are open to give and receive constructive feedback
PASSION	<ul style="list-style-type: none"> We take great pride in our place and in our connections with the community We stand up to our challenges, bringing energy, commitment and resolve We find meaning and joy in the little things, because all of them count for the big ones We look ahead with optimism and make informed decisions for our future
TEAMWORK	<ul style="list-style-type: none"> We prioritise the health, safety and wellbeing of ourselves and those around us We understand our role, and how this contributes to the company's place in our community We honour our commitments to get the job done well, and ask our colleagues to bring the same high standard each day We communicate with respect at all times and take ownership of our actions



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4. KEY RESPONSIBILITIES:	
	<ol style="list-style-type: none"> 1. Operational support 2. Delivery of rehearsals, performances, projects and activities 3. Health and Safety
KEY RESULT AREA	MAJOR ACTIVITIES
1. Operational Support	<ul style="list-style-type: none"> - Maintain warehouse at WASO's storage facility (Belmont) - Prepare load lists for freight movements - Equipment / freight preparation for dispatch - Supervise the transportation of WASO orchestral equipment, instruments, and load / unload as required - Perform maintenance and repairs of WASO assets and equipment - Assist the Operations & Logistics Manager in maintaining the asset register database; - Procure instrument hires as required; - Engage and administer casual production / support crew; - Other duties as required by the Operations & Logistics Manager - Engage event support services as required (piano tunings, St John Ambulance) - Provide administrative support to the Operations & Logistics Manager
2. Delivery of rehearsals, performances, projects and activities	<ul style="list-style-type: none"> - Provide support for bump-ins / bump-outs, rehearsals, and performances as required - Provide support for special projects as required - Duty manage rehearsals, performances, and other orchestral activities as required - Undertake stage changes as required
3. Health and Safety	<ul style="list-style-type: none"> - Ensure the health, safety and welfare of yourself and other employees, customers and visitors as outlined in the WASO Employee Handbook - Ensure all actions at each venue comply with Work Safety & Health requirements and safety risk assessments; - Report all safety issues and complete safety incident reports as required

5. CORE COMPETENCIES

a) Skills:

- Highly developed administrative skills;
- Communication: effective written and verbal communication with diverse stakeholders;
- Manual handling skills – ability to safely move large, and sometimes heavy, objects;
- Demonstrated manual / maintenance skills;
- Demonstrated ability to read scale drawings of stage layouts;
- Demonstrated commitment to continuous professional development; and
- Proficiency with Microsoft applications, including Teams

b) Knowledge:

- Demonstrated experience in event production or support; and
- Demonstrated industry experience in workplace health and safety practices and systems.



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c) Attributes:

- A demonstrated ability to work autonomously and collaboratively within a team;
- A proactive approach to work and achieving objectives;
- Displays a high level of attention to detail in both an administrative and organisational capacity;
- Current valid Australian Driver's License (manual);
- A willingness to be hands-on and apply a practical approach to tasks;
- Adaptability: able to adjust to a dynamic work environment, learn new systems, and respond well to change; and
- Able to work outside standard business hours.