

POSITION DESCRIPTION

West Australian Symphony Orchestra

POSITION:	Orchestra Coordinator
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

This position will be responsible for supporting the Orchestra Manager in the day-to-day management of the orchestra.

2. KEY RELATIONSHIPS	
REPORTS TO	<ul style="list-style-type: none"> Orchestra Manager
DIRECT REPORTS	<ul style="list-style-type: none"> Nil
KEY INTERNAL RELATIONSHIPS	<ul style="list-style-type: none"> WASO musicians Orchestral Management team Planning & Engagement team Human Resources team Business Services team Other departments as required by the role
KEY EXTERNAL RELATIONSHIPS	<ul style="list-style-type: none"> Accommodation and travel providers Venues and relevant staff Sottovoce team Audition candidates
KEY RESPONSIBILITIES	<ol style="list-style-type: none"> Orchestral Management Delivery of rehearsals, performances, projects and activities Auditions / recruitment Health and Safety

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



4. KEY RESPONSIBILITIES	
	<ol style="list-style-type: none"> 1. Orchestra Management 2. Delivery of rehearsals, performances, projects and activities 3. Auditions / recruitment 4. Health and Safety
KEY RESULT AREA	MAJOR ACTIVITIES
1. Orchestra Management	<ul style="list-style-type: none"> - Assist the Orchestra Manager in the day-to-day management of the orchestra - Communication to staff and musicians regarding the schedule of orchestral activities - Make travel and accommodation arrangements for interstate and international musicians - Contracting and engagement of casual musicians - Maintain information in OPAS, including musician contact details, schedules, and call attendances - Assist the Orchestra Manager in preparing fortnightly payroll information - Maintain and update instrument insurance register with details of musicians' instruments and equipment - Deputise for the Orchestra Manager when required
2. Delivery of rehearsals, performances, projects and activities	<ul style="list-style-type: none"> - Duty manage rehearsals, performances, and other orchestral activities as required - Assist with the set up and pack down of the orchestra as required - Undertake stage changes as required - Attend regional tours as required - Noise monitoring – set up / pack down of noise monitoring equipment and administration of noise readings using Sottovoce software
3. Auditions / recruitment	<ul style="list-style-type: none"> - Administer auditions and recruitment process for permanent, contract and casual positions with the orchestra under the direction of the Orchestra Manager - Take part in the running of the musician recruitment process / auditions
4. 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 - Report all safety issues and complete safety incident reports as required

5. CORE COMPETENCIES

a) Skills:

- Highly developed administrative skills and an attention for detail
- Communication: effective written and verbal communication with diverse stakeholders
- Interpersonal skills: active listening, empathy, teamwork
- Time management: able to prioritise tasks and complete work in assigned timeframes
- Proficiency with Microsoft applications, including Teams
- Adaptability: able to adjust to a dynamic work environment, learn new systems, and respond well to change
- Demonstrated commitment to continuous professional development
- Current valid Australian Drivers' Licence

b) Experience:

- Previous experience working in a fast-moving, dynamic service industry

c) Attributes:

- High emotional intelligence and an ability to establish and cultivate positive relationships
- Ability to exercise discretion and maintain confidentiality
- Makes a positive contribution in a small team environment
- Able to work autonomously and collaboratively within a team
- Proactive approach to work
- Ability to identify and resolve issues
- Ability to maintain personal and professional boundaries
- Able to work outside standard business hours