



West Australian
Symphony Orchestra

POSITION DESCRIPTION

West Australian Symphony Orchestra

POSITION:	Orchestra Manager
DEPARTMENT:	Orchestra Management
LOCATION:	Level 3 445 Hay Street, PERTH WA and other operational venues
UNDERLYING AWARD:	Live Performance Award 2010
CLASSIFICATION:	Production and Support Staff
EFFECTIVE DATE:	2025

1. PURPOSE OF POSITION

The Orchestra Manager reports to the Director, Orchestral Management. The position is responsible for managing orchestral personnel and resource requirements across all of WASO's projects and activities.

2. KEY RELATIONSHIPS	
REPORTS TO	• Director, Orchestral Management
DIRECT REPORTS	• Orchestral Coordinator
KEY INTERNAL RELATIONSHIPS	• Permanent musicians • Section Principals • Orchestra Management team • Other departments
KEY EXTERNAL RELATIONSHIPS	• Casual musicians • Accommodation and travel providers

3. WASO VALUES	
	BEHAVIOURAL REQUIREMENTS
EXCELLENCE	• 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	• 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	• 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:	
	i. Management of Orchestra ii. Auditions / Recruitment iii. Delivery of rehearsals, performances, projects and activities iv. Health and Safety

KEY RESULT AREA	MAJOR ACTIVITIES
i. Management of Orchestra	• Work with the Director, OM in the day-to-day management of all orchestral personnel • Oversee rostering of musicians and ensure all WASO projects and activities have the required personnel assigned. • Prepare, issue, and maintain the schedule for orchestral activities. • Maintain individual musicians' call-count data. • Administer musicians' entitlements including payments of overtime, penalties and allowances. • Ensure that the daily work of musicians is in accordance with relevant Enterprise Agreement. • Maintain and promote effective communications between players and administration staff on all issues including operational matters. • Deputise as required for the Director, OM. • Other duties as required by the Orchestral Management team
ii. Auditions / Recruitment	• Oversee recruitment for full-time, contract, and casual musicians under guidelines set out in the WASO Appointment Code.
iii. Delivery of rehearsals, performances, projects and activities	• Attend rehearsals, performances and tour as required. • Assist in undertaking stage changes, including on-stage changes in view of the audience. • Duty manage rehearsals, performances, and other orchestral activities as required • Assist Production / Operations as and when required • Provide support for special projects as required.
iv. Health and Safety	• Ensure the health, safety and welfare of yourself and other employees, customers and visitors as outlined in the WASO Employee Handbook. • Ensure that the daily work of musicians is in accordance with relevant WHS legislation, regulations and guidelines.

5. CORE COMPETENCIES

a) Skills:

- Strong leadership and interpersonal skills;
- Ability to contribute to a positive team dynamic and a proven ability to work well with performing artists;
- Highly developed written and verbal communication skills;
- Demonstrated experience in delivering multiple tasks within assigned timeframes
- Excellent organisational skills, an effective problem solver with demonstrated conflict management and negotiation skills;
- Experience in managing performing artists / artistic personnel and the ability to resolve issues efficiently;
- A high level of attention to detail in both an operational and administrative capacity;
- Highly developed computer and data system skills

b) Knowledge:

- Demonstrated understanding of the performing arts industry and an interest in classical music
- Intermediate or Advanced knowledge of MS Word, Excel and Outlook
- Understanding of budgeting, financial, personnel and library procedures

c) Attributes:

- Ability to exercise tact and discretion and maintain confidentiality
- Ability to work to deadlines in a small team environment
- A demonstrated ability to work autonomously and collaboratively within the team and displays a proactive approach to achieving objectives
- A willingness to be hands-on and apply a practical approach to tasks
- A willingness to work outside standard business hours