

**Role: Orchestra Manager**

**Department: Orchestra Management**

**Reports to: Director of Orchestra Management**

**Direct report: Orchestra Coordinator**

**Employment type: Permanent**

Working at the Sydney Symphony Orchestra means you are part of an organisation that has presented music in Sydney and around the world for 90 years. We present concerts at the Sydney Opera House and tour with some of the greatest names in classical music. We showcase unique on-stage collaborations with performers from across the world of music in our home city.

In this role, you will play a critical role in enhancing the organisational culture in one of Australia's cultural icons. You will be joining a small, committed, and friendly team where you will be supported with training and mentoring to help you reach your full potential. We recognise that Covid-19 has changed the world, but our priority is to support live music, our staff and musicians, and our loyal customers who demonstrate their rock-solid support every day.

### **Primary purpose of the role**

The Orchestra Manager is responsible for managing, co-ordinating and assisting musicians in their work undertaken with the Sydney Symphony Orchestra.

The Orchestra Manager is responsible for the managing all musician related activities associated with any event where musicians perform; including, but not limited to: rostering, payroll, attendance, leave, instrument assignment and asset tracking, workforce planning and musician hiring.

### **To be successful in this position, you'll have:**

- Demonstrated success in the administration of musicians and/or artists in live performance
- Practical experience and superior knowledge of operational requirements of a symphony orchestra
- Sound knowledge of symphony orchestra repertoire and an ability to read orchestral scores
- Demonstrated success in contributing to a healthy and safe work environment
- Excellent communication and people skills
- Excellent organisational skills
- Demonstrated experience in negotiation and conflict resolution
- Proficiency in Microsoft Office 365 and OPAS (or a similar software package)
- Experience in Work Health & Safety compliance
- Ability to work evenings, weekends and to travel as required
- A team player; committed to working with and supporting others
- An Australian driver's license
- A valid Working with Children Check.

### Key accountabilities:

- Support and champion a positive workplace culture at SSO
- Assist in the communication and support of musicians regarding SSO programs and activities
- Duty manage rehearsals, performances and other Company activities
- Encourage excellence and commitment from Sydney Symphony Orchestra and other musicians working with the orchestra
- Book and engage casual and contract musicians
- Maintain musician data using OPAS (Orchestral Planning and Administration System), including musician contact information and call attendance records
- Liaise with Section Leaders and Rosterers to ensure a balanced workload for each musician consistent with the terms and conditions of the musician’s Enterprise Bargaining Agreement and relevant policies
- Work with Section Leaders, Rosterers and Staff to ensure Musicians on Workers Compensation or personal carers leave are monitored, reviewed and return to work plans are acted upon and up to date
- Manage musician leave and employee files
- Process payroll
- Assist the Director of Orchestra Management with tracking budgets for casual and contract musicians
- Attend committee meetings, as required
- Assist in the implementation of the Company’s COVID-19 Safety Policy
- Attend regional and international tours to support and assist the musicians, as required
- Assist with organising ensembles for corporate and development functions and events
- Undertake other duties as required.

### Apply now

Send us a **covering letter** of application **and your CV** to [recruitment@sydneyssymphony.com](mailto:recruitment@sydneyssymphony.com) by 11.59pm on Thursday 21 July.

### Eligibility

The Sydney Symphony Orchestra is an equal opportunity employer; Australian/New Zealand Citizen or Australian Permanent Resident; subject to a possible Police Check; proof of COVID-19 vaccination or medical exemption must be supplied prior to commencement.

### Further information

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