

Orchestra Coordinator

Sydney Symphony Orchestra, The Rocks, Sydney

Assist in the management and support of one of Australia’s leading Orchestras.

Working at the Sydney Symphony Orchestra means you are part of an organisation that has presented music in Sydney and around the world for almost 90 years. We work with some of the greatest names in classical music, and present unique on-stage collaborations in some of the best venues in the country.

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.

Where and when you will join the team

- Our team is located across various Sydney venues with our office based at The Rocks, Sydney
- You will be required to work some evenings and weekends to attend rehearsals and performances
- Travel across Sydney and NSW will be required.

Ready to start

Interviews: from Monday 6 December

Position available to start: January 2022, date TBC

What you will be doing

The Orchestra Coordinator is a critical role within the Orchestra Management department, which reports to the Orchestra Manager. Your key duties and responsibilities include:

- Assist in the communication and support of musicians regarding SSO programs and activities
- Administer the audition process for permanent and casual positions within the orchestra
- Maintain and update instrument insurance records on the Company insurance record register
- Maintain data using OPAS (Orchestral Planning and Administration System), including musician contact information and call attendance records
- Duty manage rehearsals and performances
- Assist in the implementation of the Company’s COVID-19 Safety Policy
- Arrange travel, accommodation and per diems for guest musicians
- Co-ordinate and process instrument insurance claims
- Attend regional and international tours to support and assist the musicians, as required
- Undertake other duties as required.

What will make you successful?

Essential:

- Excellent communication and people skills
- Excellent organisational skills
- Demonstrated success in the administration of musicians and/or artists in live performance
- Experience in negotiation and conflict resolution
- Proficiency in Microsoft Office 365 and OPAS (or a similar software package)

- Ability to work evenings, weekends and to travel as required
- A team player; committed to working with and supporting others.

Desirable:

- Sound knowledge of symphony orchestra repertoire and an ability to read orchestral scores
- An Australian driver's license
- A valid Working with Children Check.

What's on offer?

- Organisation with opportunity for career progression
- Competitive rate of pay
- Small supportive team with a positive culture
- Central Sydney location.

Apply now

Send us: A covering letter of application and your CV **before Monday, 29 November 2021, 11:59pm.**

Send to: recruitment@sydneyorchestra.com

Eligibility: The Sydney Symphony Orchestra is an equal opportunity employer; the right to work in Australia; subject to a possible Police Check; proof of COVID-19 vaccination or medical exemption must be supplied prior to commencement.

Further info: Rosie Marks-Smith
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