



JOB DESCRIPTION

SUMMARY INFORMATION

Job Title: Operations Manager, Concerts
Reports to: Senior Operations Manager
Supervises: Operations Coordinator
Location of Job: Gadigal Country, Sydney
Appointment type: Permanent full-time

Musica Viva's Purpose

Musica Viva exists to create and support a vibrant chamber music sector which is accessible to people of all backgrounds across Australia.

Musica Viva's Mission

To enrich communities across Australia by making live chamber music accessible to everyone.

Musica Viva's Vision

An Australia where chamber music thrives and where people of all ages, cultures and communities have access to, and learn to appreciate, the vital role of music in building a stronger, more creative world.

Purpose of position

The position of Operations Manager, Concerts for Musica Viva Australia is responsible for the excellent presentation of the Australian and international artists engaged for the Concert Season, festivals, and any other major concert activity. This includes management of scheduling, budgeting and execution of tour logistics for artists touring within those programs and all details of concert presentation with venues booked for performances. Operational support is occasionally provided for other activities of the organisation as needed.

The position also supervises the activities of the Operations Coordinator in conjunction with the Senior Operations Manager.

This position works closely with other key National Office staff to provide support for the logistics of our performances in Sydney and Newcastle. Therefore, this role is required to be located in the National Office.

Reporting/working relationships

The position reports directly to the Senior Operations Manager. In varying degrees depending on the nature of the activity involving each artist, this position works closely with the Director of Concerts and Communities, the Artistic Administrator, other staff within the Concerts and Communities team, staff in the Marketing and the Development departments, the interstate State Managers and the Finance department.

Duties and Responsibilities:

1. Concert Series

Undertake tour management of Musica Viva Australia's Concert Season. Responsibilities will include the following activities:

Concert Tours Management

- 1.1 In conjunction with the Senior Operations Manager, review and maintain ongoing relationships with key touring stakeholders; including but not limited to accommodation, transport, travel, freight, and venues.
- 1.2 Oversee the current year's touring actuals and budget and contribute to the preparation of the forecast budgets for the Director of Finance.
- 1.3 Coordinate the production of itineraries.
- 1.4 Liaise with artists' managers/other presenters to arrange all international travel requirements.
- 1.5 Oversee the coordination of visa applications and domestic flight bookings for all tours.
- 1.6 Liaise with artists and branch staff as necessary during tours to facilitate suitable arrangements for ground transport, catering and rehearsals etc.
- 1.7 Liaise with the Artistic Administrator and Emerging Artists Manager to coordinate masterclasses for the tours.
- 1.8 Liaise with the marketing department on media calls for artists.
- 1.9 Liaise with the National Manager, Special Projects and Regional Touring, the Artistic Administrator and the Concerts and Communities Coordinator regarding travel arrangements for Regional concerts undertaken by Concert Season artists.
- 1.10 Liaise with the Development and Marketing teams on operational arrangements (if needed) for their activities, including donor events and supper engagements.
- 1.11 Provide lighting and stage designs including all staging and technical requirements for venues and liaise with outside companies and designers providing services and equipment for stage presentation of concerts.
- 1.12 Provide local operational logistics support for the performances in Sydney and Newcastle.
- 1.13 Liaise with the Artistic Administrator on the arrangements for any pre-concert or post-concert activities and arrange the technical requirements of those events.
- 1.14 Arrange and oversee detailed briefs to be provided to state teams on local operational requirements for tours or travel with touring parties as required.
- 1.15 Contain all touring and venue costs within budget parameters in consultation with the Senior Operations Manager.
- 1.16 Apply for TFN/ABN on behalf of artists as necessary.
- 1.17 Provide the Finance department with accurate details of settlement for artists.
- 1.18 Liaise with external tax agents and artists/agents on artist taxation responsibilities.
- 1.19 Manage the reporting of activity back to Live Performance Australia.
- 1.20 Stage manage MVA concerts and events as required.
- 1.21 Coordinate digital livestreamed concerts: arrange/book technical crew, liaise with Artistic Administrator, coordinate venue requirements, liaise with Marketing department to supply event

information to livestream crew, prepare reference scores for video crew, call switch cues when required.

- 1.22 Implement up to date COVID safe plans for concert and touring activities.
- 1.23 Manage the Company's tour hotel accommodation deal negotiation on an annual basis.
- 1.24 Liaise with ABC and local broadcasters regarding concert schedules and requirements for concerts being broadcast.
- 1.25 Liaise with local MVA staff remotely when required to ensure tour requirements are properly briefed and implemented.

2. Musica Viva Festivals

- 2.1 In conjunction with the Senior Operations Manager, The Director of Concert and Communities, the Artistic Director and the wider Operations and Artistic teams, assist in the creation and management of a new Musica Viva Music Festival; duties will include researching venues and activities, working to build a Festival budget and managing the liaison between artists / agents on operational matters, as required.

3. Other

- 3.1 Coordinate and execute the Discover series of digital concerts including investigating venue options with State Managers, negotiating hire terms with venues, and coordinating the technical crew, artists and budget.

Organisational Responsibilities

- Maintain healthy work relationships with volunteers and other staff members.
- Attend meetings as required.
- Contribute to regular and ongoing quality improvement and funder-required accreditation activities.
- Participate in professional and performance development activities and remain up-to-date on current knowledge and skills related to the position.
- Take reasonable care for their own health and safety and for the health and safety of anyone else who may be affected by their acts or omissions at the workplace.
- Hold a valid Working with Children Check. MVA will cover the cost of obtaining or renewing the check.
- Where reasonably and lawfully required, be fully vaccinated against COVID-19, including being up to date with any recommended booster shots.
- Maintain the highest ethical standards, confidentiality and cultural awareness when dealing with others.
- Adhere to workplace policies, procedures and systems, as amended from time to time, in particular those that address workplace health and safety, anti-discrimination, bullying and harassment and privacy.
- Contribute to the overall well-being of the organisation and avoid participation in any activity that might be harmful to the good operation, health, or reputation of the organisation.
- In addition to the duties outlined above, the position holder is also required to perform such other duties as may be directed, provided these are within their competency or training from time to time.

COMPETENCIES AND EXPERIENCE OF POSITION HOLDER

Essential Knowledge, Skills, Qualifications & Abilities:

- A music background or appreciation and knowledge of music
- Previous touring experience and/or artist management experience
- Experience in tour administration and organising live performing arts presentations
- Exceptional organisational and time management skills
- Availability to tour interstate for extended periods multiple times each year
- Ability to manage multiple projects and timelines under pressure, with accuracy and efficiency
- Excellent attention to detail
- Outstanding oral and written communication skills, including effective negotiation skills
- Ability to collaborate, work in a team and establish strong working relationships with multiple external and internal stakeholders
- Proficient skills in Microsoft Office suite
- Due to the nature of our work and potential for contact with vulnerable people, it is a requirement that you are fully vaccinated against COVID-19, as well as up to date with any recommended booster shots.
- Full current driver's license

Desirable Knowledge & Skills:

- Stage management experience
- Experience with Tessitura (or similar) CRM database

REVIEWED AND UPDATED APRIL 2022