

JOB DESCRIPTION

SUMMARY INFORMATION

Job Title: Touring & Operations Manager, Concerts
Reports to: Senior Operations Manager, Concerts
Location of Job: Sydney
Appointment type: Permanent full-time (Hybrid available)



Musica Viva Australia's Purpose

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

Musica Viva Australia's Mission

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

Musica Viva Australia'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

This role provides tour management, artist liaison and logistical and administrative support for Concerts. This role works with top international and Australian chamber musicians, enabling them to perform at their best for audiences in major cities across the country. It requires travel across Australia at certain times including the Musica Viva Australia's Concert Season, Sydney Morning Masters, digital livestreams, and any other concert events.

Reporting/working relationships

This position sits within the Concerts and Communities Department and reports to the Senior Operations Manager. It has close working relationships with the Concerts and Communities team; State Managers, Development, Box Office, Marketing and Administration departments.

Responsibilities:

- Organising travel arrangements for artists engaged for the MVA Concert Season, and other activities. This may encompass flights, international visas, accommodation, car hire, catering, occasional freight bookings and other ground transport arrangements.
- Liaising with artists and/or agents on specifics of tour / concert arrangements.
- Liaising with the Special Projects and Regional Touring Manager, and Emerging Artists Program Manager on regional events and masterclasses.
- Preparation and distribution of itineraries for artists on tour, and managing rehearsal and logistic schedules, as required.
- Liaising with venues remotely and in person:
 - Preparing and distributing staging and technical requirements for the concert venue/s and liaising with outside companies (including ABC Classic for recording and broadcasting concerts) as necessary for the concert's stage presentation.
 - Liaising with and communicating MVA requirements to venue staff to ensure all necessary onstage, backstage and technical arrangements are in place at performance venues.
 - Ensuring MVA's expected standards of technical presentation are adhered to at each event.
 - Stage managing the MVA Concert Season concerts in Newcastle and other venues as required.

- Artist liaison including:
 - Arrival and departure of artists at airports and travelling with artists to concert locations (this may include driving them between cities)
 - Liaising with external publicity companies and accompanying artists to media interviews
 - Accompanying artists to masterclasses and other tour activities as required
 - Assisting local MVA state teams with front of house pre- and post-concert activity as required, which may include donor interactions.
 - Liaising with artists and agents regarding artists' ABN, tax file number and superannuation details, and completing relevant paperwork as necessary.
- Attendance at any required rehearsal periods to assist with the running of concerts.
- Problem-solving in relation to the movement of large and delicate musical instruments.
- Keeping up to date with changing interstate and international travel restrictions and quarantine requirements, as applicable to concert season touring.
- Coding of venue settlements and invoices and the maintaining of tour 'Actuals' reports.
- Monitoring, in liaison with the Accounts department, all artist fees and external supplier invoices (including venue charges) to ensure that they are submitted and processed for payment as per contracts.

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.
- 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.

Knowledge, Skills, Qualifications & Abilities:

- Ability to manage multiple projects and timelines under pressure, with accuracy and efficiency.
- Experience in tour management, administration, concert presentation, and artist liaison.
- Availability to tour interstate for up to three weeks, multiple times throughout the year.
- Full current open driver's licence and confidence in driving others for long distances in unfamiliar vehicles including 'people movers'.
- Excellent attention to detail, meeting deadlines and problem solving.
- Outstanding oral, written communication and interpersonal skills, including effective negotiation skills
- Experience in supporting artists to perform at their best, with an understanding of the pressures artists face in live and recorded performances.

- Ability to collaborate, work in a team and establish strong working relationships with multiple external and internal stakeholders.
- Proficient skills in Microsoft Office suite
- A music background or appreciation and knowledge of music and ability to read a classical music score desirable.
- Stage management experience and/or backstage experience with fully staged theatrical productions desirable.

To apply:

Send your resume and a letter (maximum 2 pages) introducing yourself and addressing the knowledge, skills, qualifications and abilities detailed above to jobs@musicaviva.com.au.

Note: In the subject of the email add the following code **SOM23 and your full name**. Applications not including this code may not be correctly processed.

For an informal chat about the roles and MVA please contact Fiona Boundy by email fboundy@musicaviva.com.au or Jennifer McCleary People & Culture Manager by email jmccleary@musicaviva.com.au

Please include a well written and appropriately detailed covering letter, as applications lacking appropriate information may not be considered. Please ensure the application is sent straight to our jobs email address jobs@musicaviva.com.au with the correct job code quoted in the email subject line.

Musica Viva Australia is a family friendly and flexible employer committed to equity and inclusion. We welcome applications from First Nations people and people from diverse cultural and regional communities.

We welcome applications from people who identify as having a disability. If at any stage of the recruitment process, you require any accommodation due to a disability please let us know.

Applications close: Sunday 26 November 2023