

JOB DESCRIPTION

SUMMARY INFORMATION

Job Title: Operations Coordinator, Concerts
Reports to: Operations Manager, Concerts
Location of Job: Sydney on Gadigal Land (interstate location may be open to negotiation)
Appointment type: Permanent

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

This role provides administrative and touring support to the operations activity of the Concerts and Communities department, including tour management, specifically in the areas of the Musica Viva Australia's Concert Season, Discover (digital live streams) and any other concert event as delivered as part of Musica Viva Australia's concert season.

Reporting/working relationships

This position sits within the Concerts and Communities Department and reports to the Operations Manager. It has close working relationships with all members of the Concerts and Communities team, state managers, Development and administration departments of the company.

DUTIES AND RESPONSIBILITIES

Tour and Program Coordination

The purpose of the role is to assist the Operations Manager in tour management and program administration throughout the year. The role has specific responsibility for administration and artist liaison for nominated tours and supports the operational delivery of any other concert activity as required.

Activities will include:

- 1.1 Liaising with artists and/or agents on specifics of tour / concert arrangements.
- 1.2 Preparation and distribution of itineraries for artists on tour, and managing rehearsal and logistic schedules, as required.
- 1.3 Organising travel arrangements for artists engaged for the MVA Concert Season, and other activities. Travel arrangements may encompass flights, accommodation, car hire, catering, stage decoration, occasional freight bookings and other ground transport arrangements as required.
- 1.4 Coordinating visa requirements and applications for any international artists if required. Keeping up to date with changing interstate and international travel restrictions and quarantine requirements, as applicable to concert season touring.
- 1.5 Preparing and distributing staging and technical requirements for the concert venue/s and liaising with outside companies (including ABC Classic FM for recording and broadcasting concerts) as necessary for the concert's stage presentation.

- 1.6 Coordinating all accommodation requirements for artists and maintaining relations with accommodation providers in conjunction with Sponsorship Managers across the year. Maintaining the records for this activity for reporting purposes.
- 1.7 Liaising with the Special Projects and Regional Touring Manager, Emerging Artists Program Manager and Development Manager on contextualising activity arranged for concert season tours.
- 1.8 Acting as artist liaison for MVA throughout the year as required, including;
 - Arrival and departure of artists at airports
 - Travelling with artists to concert locations.
 - Accompanying artists to PR, masterclasses and other tour activities as required.
 - Liaising with and communicating MVA requirements with venue staff to ensure all necessary onstage, backstage and technical arrangements are in place at performance venues.
 - Assisting local MVA staff with FOH pre and post-concert activity as required.
- 1.9 Assisting with the coding of invoices and the maintaining of tour 'Actuals' reports.
- 1.10 Monitoring, in liaison with the accounts department, all necessary artist fees and external supplier invoices (including venue charges) to ensure that they are submitted and processed for payment as per contracts.
- 1.11 Assisting the Operations Manager and Senior Operations Manager in the creation and maintenance of year summary documents.

Other job-related:

- 2.1 Stage managing the Musica Viva Australia Concert Season concerts in Sydney and other venues as required.
- 2.2 Being in attendance at any required rehearsal periods to assist with the running of concerts.
- 2.3 In addition to the duties outlined above, the position holder may also be required to perform such other duties as may be directed, provided these are within his/her competency or training from time to time (appropriate time in lieu and/or additional payment to be agreed prior to any additional work).

Organisational Responsibilities and Duties:

- Attend meetings as required.
- Maintain healthy work relationships with other staff members, volunteers and external providers.
- 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 his/her competency or training from time to time.

COMPETENCIES AND EXPERIENCE OF POSITION HOLDER

ESSENTIAL QUALITIES

- Exceptional organisational, time management and administrative skills
- Experience in artist liaison, tour administration and concert presentation

- Availability to tour interstate for extended periods multiple times during the year
- Availability to work occasional evenings/weekends as required
- Ability to manage multiple projects and timelines under pressure, with accuracy and efficiency
- Excellent attention to detail
- Outstanding oral, written communication and interpersonal 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
- Full current driver's license

DESIRABLE QUALITIES

- A music background or appreciation and knowledge of music
- Previous touring experience
- Stage management experience
- Experience with Tessitura (or similar) CRM database

REVIEWED AND UPDATED November 2021