

JOB DESCRIPTION

SUMMARY INFORMATION

Job Title:	Manager, Special Projects and Regional Touring
Reports to:	Director of Concerts and Communities
Supervises:	Concerts & Communities Coordinator (in conjunction with Artistic Administrator)
Location of Job:	Zetland on Gadigal Land
Appointment type:	Permanent full-time (<i>Hybrid & Flexible working available</i>)

Our Vision

A music-rich future for all Australians.

Our Purpose

To connect all Australians to something bigger than themselves: to powerful music which awakens the spirit.

Our Mission

With chamber music at our artistic core, Musica Viva Australia (MVA) creates memorable musical experiences for audiences at every stage of life and for musicians at every stage of development through Concerts, Education programs and Emerging Artist programs.

Purpose of position

This position manages Musica Viva Australia's regional concert touring program, other NSW performance events which fall outside the established concert series or education tours, and the hire and custodianship of the Janette Hamilton Studio at MVA House in Zetland.

Reporting/working relationships

The position reports to the Director of Concerts and Communities and works closely with the Artistic, Emerging Artists Programs and Operations teams, State Managers and other members of the company as required. The SPART Manager holds and develops good working relationships with regional presenters.

Responsibilities:

Regional Touring and Special Projects

- Nurture relationships with presenters including managing day-to-day liaison, program planning, tour arrangements, marketing, concert and artist requirements, and acquittals.
- Administer the regional touring commitments.
- In conjunction with the Director of Concerts and Communities and MVA Artistic Director, establish the annual regional touring roster of Featured Artists.
- Liaise with artists regarding programs for regional concerts and future plans.
- With the Marketing team, develop materials which can be issued to external presenters.
- Develop entrepreneurial ideas for special tours and other projects, including digital, in conjunction with the Artistic Director, the Director of Concerts and Communities and other departments particularly through:
- Seeking new presenting partners in new and existing regional touring areas;
- Devising or consolidating diverse music offerings utilising artists from across Musica Viva Australia's programs; and

- Establishing new touring and funding partners.
- Respond to requests for one-off concerts or projects in NSW including issuing contracts and itineraries.
- With the Director of External Affairs, develop collaborations and partnerships with other cultural organisations, musicians and artists, as well as the corporate, community and government sectors, to reach new audiences.
- Provide leadership and support to interstate teams in the planning and implementation of regional touring and special projects, as required.

Janette Hamilton Studio

- Oversee the strategic planning, day-to-day management and ongoing development of the Janette Hamilton Studio as a high-quality rehearsal, performance and creative development space.
- Manage the studio booking process, including internal and external enquiries, scheduling, stakeholder liaison, usage agreements and access requirements.
- Supervise the effective operation of the studio, including presentation standards, equipment use, maintenance needs (including piano tuning) and liaison with relevant staff, contractors and service providers.
- Ensure the studio operates in accordance with workplace health and safety requirements, including risk management, safe use of facilities and compliance with relevant organisational policies and procedures.
- Monitor studio usage, identify opportunities for improved systems or revenue generation, and contribute to strategic planning for the space's long-term sustainability and impact.

General

- Prepare contracts for Artists and Presenters for each concert/collaboration.
- Manage budgets for Special Projects and Regional Touring.
- Prepare statistical reports for the Board and funders.
- Develop and implement appropriate tools to measure and analyse audience engagement or other agreed measures, and provide ongoing reports on the effectiveness of programs and recommendations for refinements.
- Work with Development and Public Affairs colleagues, where appropriate, to secure Government or private funding or to nurture relationships with funding partners.

Organisational Responsibilities:

- Maintain healthy work relationships with volunteers and other staff members.
- Attend meetings as required.
- Contribute to regular and ongoing quality improvement.
- 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. Musica Viva Australia 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.

Knowledge, Skills, Qualifications & Abilities:

Essential

- The position is Sydney-based due to the hands-on management of the Janette Hamilton Studio. It may be possible to work from home some days each week depending on operational need and in keeping with MVA's Working from Home policy.
- Demonstrated skills in building and managing relationships with stakeholders and excellent verbal and written communication skills
- Experience in project management, scheduling and in touring logistics
- Demonstrated excellent organisational and administrative skills with attention to detail and ability to meet deadlines
- At least two years' experience in presenting classical music performances – ability to talk confidently and collaboratively with peers in this area
- Experience in supporting artists to perform at their best
- High degree of familiarity with Microsoft Office or 365 programs
- Current driver's licence and confidence in driving long distances and on a variety of roads, within Musica Viva Australia's Safe Driving policy guidelines
- Experience living in a regional area, or a high degree of understanding of pressures on regional communities desirable
- Experience in marketing or audience development desirable
- Experience in performance lighting or audio systems desirable.