

## **ORCHESTRA MANAGER**

<b>Reports to</b>	Creative Director
<b>Role</b>	Permanent, part-time 4 days per week.
<b>Location</b>	Claremont, WA

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### **ROLE PURPOSE**

The Orchestra Manager is responsible for the day-to-day management of the musicians engaged by Perth Symphony. This includes working closely with the Creative Director to select and book players for all Perth Symphony events and performances, managing musician welfare, managing musician timelines and communications at performances, budgeting for orchestral activities, and liaising with Production and Artistic departments to ensure the smooth running of orchestral activity.

The Orchestra Manager works closely with members of the artistic team including the Creative Director, Artistic Planning Coordinator, Production Manager and Librarian.

### **KEY FUNCTIONS AND ACCOUNTABILITIES**

<b>Artist Bookings &amp; Contacting</b>	<ul style="list-style-type: none"><li>• Engage musicians for all PSO performances and PSO Agency bookings in line with selection criteria provided by the Creative Director and Community Engagement Manager</li><li>• Ensure all musicians are contracted within required timelines and receive timely communications regarding updates or change</li><li>• Book replacement musicians when required at short notice</li><li>• Collect and submit musician invoices to Finance within required timeframes</li></ul>
<b>Performance Management</b>	<ul style="list-style-type: none"><li>• Finalise rehearsal and performance schedules in collaboration with the Production Manager</li><li>• Ensure orchestral instrument and technical requirements are met for all performances and rehearsals</li><li>• Manage the orchestra during performances, including backstage and onstage requirements</li><li>• Deliver orchestral activity as contracted for each performance</li><li>• Liaise with production crew, contractors, and producers to ensure technical needs of the orchestra are fulfilled onsite</li></ul>
<b>Team Liaison</b>	<ul style="list-style-type: none"><li>• Collaborate with the Creative Director and Artistic Planning team on concert repertoire and concepts, providing input on orchestra needs, costings, and logistics</li></ul>

	<ul style="list-style-type: none"> <li>• Liaise with Community Engagement and Corporate Partnerships teams to ensure musician requirements for initiatives and projects are met</li> </ul>
<b>Budgeting &amp; Finance</b>	<ul style="list-style-type: none"> <li>• Prepare orchestra budgets for self-produced and client performances</li> <li>• Update fee templates each year as per Award agreements</li> <li>• Update budget documents to reflect actual costs realised</li> </ul>
<b>Musician Welfare</b>	<ul style="list-style-type: none"> <li>• Ensure all WHS requirements are met at performances, rehearsals and workshops</li> <li>• Ensure PSO policies are followed at rehearsals and performances</li> <li>• Provide confidential feedback and support to musicians</li> </ul>
<b>Musician Selection</b>	<ul style="list-style-type: none"> <li>• Work with the Creative Director to manage musician conduct and uphold ensemble standards</li> <li>• Maintain a transparent and consistent musician selection strategy</li> <li>• Oversee the application and recruitment process for new musicians, in consultation with Section Principals</li> </ul>

## QUALIFICATIONS, ATTRIBUTES AND CAPABILITY

<b>Qualifications</b>	Tertiary qualification such as Bachelor of Music is desirable
<b>Attributes</b>	<ul style="list-style-type: none"> <li>• Organised</li> <li>• Proactive</li> <li>• Trustworthy</li> <li>• Collaborative</li> <li>• Problem solving</li> <li>• Strong interpersonal skills</li> <li>• Excellent communicator</li> </ul>
<b>Capability</b>	<ul style="list-style-type: none"> <li>• Proven orchestral experience as a performer or manager</li> <li>• Proven team-working skills</li> <li>• Proven artistic integrity</li> <li>• Strong project management, multitasking and decision-making skills</li> <li>• Understanding of and passion for performing arts and music industry</li> </ul>



## COMPETENCIES

- **Planning & Organisation** – Delivers high-quality outcomes efficiently, prioritising tasks, managing resources, and adapting to changing circumstances. Anticipates challenges and develops alternative solutions where needed.
- **Communication** – Communicates clearly and appropriately across various settings and audiences. Anticipates information needs and adapts tone, style, and method to suit the context.
- **Teamwork** – Actively contributes to a positive team environment, supports colleagues, and shares information openly. Responds flexibly to team needs and delegates when required to achieve shared goals.
- **Resilience** – Maintains composure under pressure, tackles challenges confidently, and handles competing demands with calm focus. Embraces feedback and continually seeks to improve processes and outcomes.

## PSO VALUES

STAND UP, BE BOLD	We are brave and fearless, open to new ideas and not afraid to speak up and break the rules. We share a sense of fun that inspires a belief that anything is possible.
LIVE TO INSPIRE	We act with passion and pride to create high quality, ground-breaking and memorable musical and cultural experiences for everyone.
MAKE IT HAPPEN	We are motivated, agile and adventurous. We lead, embrace and adapt to change with a fierce determination.
EVERYONE MATTERS	We embrace, respect and welcome everyone and their ideas. We act with integrity, treat people equitably and in a way they feel heard and valued. We reflect the spirit of WA and its people through our actions and activities.
TOGETHER AS ONE	We actively build authentic and meaningful relationships and partnerships, embracing opportunities to work together in new ways. We are one team that supports and encourages the unique contribution that everyone brings.

