

TITLE	ARTISTIC PLANNING COORDINATOR
Reports to	Creative Director
Indirect report	Music Librarian
Role	Permanent Full Time
Location	Claremont, WA

**ROLE PURPOSE**

The Artistic Planning Coordinator handles the concert creation and execution process, from concepts to delivery, for self-promoted and external client performance engagements, ensuring that all artistic planning steps take place, the artistic events on the day of the concert run smoothly, and post-show debriefs are represented from an Artistic Planning perspective.

In addition, the Artistic Planning role is responsible for the coordination of the Women on the Podium program, and works closely with the WOTP Artistic Advisor and Ambassador to realise the activities of this program each year.

The Artistic Planning department is at the very core of the creative and logistical process of delivering performances at Perth Symphony Orchestra. It combines both logistical and contractual aspects, including creating and reviewing budget items, liaising with and contracting artists, conductors and agents. There is also a creative element to the role, working closely with the Creative Director on the formation of both self-produced and for-hire programs, creating specific programs to meet a clients' needs and budget, working with library to select arrangers, hire music, utilise existing works, analysing orchestration, researching soloists, and creating detailed run sheets for concert day including all audio and visual information and set timings.

**KEY FUNCTIONS AND ACCOUNTABILITIES**

ARTISTIC LIASION	<ul style="list-style-type: none"> <li>• Assisting the Creative Director with research and selection of Soloists &amp; Conductors for various concerts.</li> <li>• Initial enquiries and subsequent contracting of Soloists &amp; Conductors.</li> <li>• Providing regular information and check-ins with Soloists, Agents &amp; Conductors regarding repertoire, preferred keys, charts and audio references, timelines, marketing requirements, event details and run sheets, and facilitating with any specific requests or concerns.</li> <li>• Providing regular information and check-ins with Conductors to confirm orchestral score adjustments, set list, communication of information from the arrangers/composers, providing audio/reference tracks, provision of music.</li> <li>• Post-Concert process completion including thank you messages, collecting feedback and contributing to debrief.</li> </ul>
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<p>ARTISTIC PROGRAMMING</p>	<ul style="list-style-type: none"> <li>• Working closely with Creative Director to support program creation and liaising with PSO team where appropriate.</li> <li>• Tracking artistic concepts and leads and managing timelines.</li> <li>• Occasional arrangement support for orchestral scores.</li> <li>• Communicate artistic details and updates with corporate and community clients.</li> <li>• Preparing and creating the “Greenlight” documentation for all upcoming concerts.</li> <li>• Managing budget line items including orchestration, music preparation and soloists.</li> <li>• Support “For-Hire” performances with artistic requirements when necessary.</li> <li>• Support the Creative Director with the creation of set lists.</li> <li>• Oversight of Music Librarian to source correct music.</li> <li>• Researching concert opportunities, guest artists, theatre/film and program themes to produce.</li> </ul>
<p>CONCERT PREPARATION &amp; DUTIES</p>	<ul style="list-style-type: none"> <li>• Preparation of the Schedule</li> <li>• Preparation of detailed Run Sheet including Audio and Visual cues, precise timings and details of all stage movements for performers, orchestra, conductors and MC.</li> <li>• Meticulous detail required for the running of the show and ensuring that these details will culminate in a successful performance that delivers to the original schedule and vision set by the Creative Director.</li> <li>• Show calling for camera directors for outdoor community concerts and arena concerts; ability to follow the score and call for the camera to be directed according to important musical elements or solo moments</li> <li>• Attending performances in line with requirements of Creative Director.</li> </ul>
<p>ADMINISTRATION</p>	<ul style="list-style-type: none"> <li>• Work with Production Manager and wider team to complete concert workbooks and ensure all tasks are successfully completed and tracked.</li> <li>• Responsible for the population of all Artistic Planning tasks in company Planner and Calendar.</li> <li>• Regular meetings with Creative Director, Orchestra Manager, Production Manager and Librarian regarding upcoming shows and debriefs.</li> <li>• Recording rehearsals and providing feedback regarding repertoire, flow, rep timings, performers’ requests and visual/audio.</li> <li>• Attending Whiteboard Meetings and Tutti Meetings</li> </ul>

<p><b>WOMEN ON THE PODIUM COORDINATION</b></p>	<ul style="list-style-type: none"> <li>• Liaison with Artistic Advisor and WOTP Ambassador regarding planning of annual and future programs.</li> <li>• Creation and management of WOTP Budget in close consultation with CEO</li> <li>• Booking conducting faculty, venues, videographers/photographers, catering, for all WOTP activities. Booking accommodation and ground transport for visiting faculty.</li> <li>• Liaise with librarian, make sure music is sourced and distributed</li> <li>• Liaise with PSO bookings to ensure musicians are booked for workshops</li> <li>• Communicating with Scholars to advise of program date and collect feedback.</li> <li>• Document the program, collect testimonials, create surveys etc.</li> <li>• Secure quotes and monitor progress against agreed budget.</li> </ul>
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**QUALIFICATIONS, ATTRIBUTES AND CAPABILITY**

**QUALIFICATIONS**

Tertiary qualification such as Bachelor of Music is desirable

**ATTRIBUTES**

- Organised
- Proactive
- Sincere
- Meticulous
- Collaborative

**CAPABILITY**

- Excellent music theory knowledge required
- Ability to read orchestral scores is essential
- Experience in composition or arranging is desirable
- Proven performance and orchestral experience
- Proven team-working skills
- Strong project management, multitasking, and decision-making skills
- Understanding of and passion for performing arts and music industry
- Desire to advance the future of the music industry in WA

**COMPETENCIES**

- **PLANNING AND ORGANISATION** – able to achieve results in a quality, timely, and cost-effective way. Sees priorities, plans the efficient use of resources, and monitors progress against objectives. Anticipates crucial stages in projects. Formulates alternative means of achieving objectives. Responds effectively to unforeseen events.
- **COMMUNICATION** – able to communicate information and ideas clearly and articulately and anticipates the information that others will require. Uses the appropriate language, style and methods depending on the audience and the purpose of the communication.
- **TEAM WORK** – actively participates in team. Encourages co-operation. Aware of the needs of others and responds flexibly. Shares information and supports other team members. Can get things done through others and set realistic objectives. Seeks opportunities to develop others. Prioritises team goals over individual goals.
- **RESILIENT** – measured confidence to take on demanding work or put forward views when they may be challenged. Stays calm in a crisis. Handles competing demands. Overcomes setbacks. Welcomes and learns from criticism.

**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.