

TITLE	Community Engagement Coordinator
Reports to	Community Engagement Manager
Direct reports	None
Works with	Grants Coordinator, Orchestra Manager
Position	Part-Time (2 days per week)
Location	Claremont, WA (some regional travel may be required)

#### ROLE PURPOSE

The Community Engagement Coordinator provides essential administrative, logistical, and stakeholder support to ensure the effective delivery of PSO's community, education, and regional engagement programs. Working closely with the Community Engagement Manager (CEM), this role assists in planning, coordinating, and documenting all community engagement activities, ensuring smooth operations across schools, community partners, regional stakeholders, and internal PSO teams. This position requires exceptional organisational skills, attention to detail, strong people skills, and the ability to manage many moving parts while representing PSO's values in every interaction.

#### KEY FUNCTIONS AND ACCOUNTABILITIES

##### 1. Program & Administrative Support

- Assist the CEM with delivery of community engagement programs, tours, and education initiatives.
- Prepare schedules, run sheets, worksheets, briefing packs and program materials.
- Support documentation coordination including filing, updating resources, and maintaining accurate records.
- Assist with preparation of proposals, activity summaries, and grant documentation.
- Maintain accurate contact databases for schools, regional partners, councils, and community organisations.
- Help collect, record, and organise feedback, testimonials, participation data, and reporting materials.

##### 2. Logistics, Scheduling & Coordination

- Support the coordination of program logistics including travel, accommodation and hire-cars (working with travel agent), venue bookings, rehearsal spaces and equipment needs.
- Assist with coordination of production meetings, school timetables and stakeholder appointments.
- Work with the Orchestra Manager to ensure musicians are correctly contracted.

### 3. Stakeholder & Community Liaison

- Work with Grants Coordinator to achieve appropriate acknowledgment for sponsors/grant partners.
- Provide professional, timely communication with schools, community partners, arts organisations, and local government stakeholders.
- Assist in working with First Nations organisations and artists to ensure PSO meets protocols for correct acknowledgment and appropriate activations.
- Manage incoming enquiries relating to community programs and liaise with appropriate PSO staff.
- Support development of strong relationships with regional stakeholders including teachers, community groups and cultural organisations.

### 4. Marketing, Communications & Content Support

- Work with Marketing team to ensure engagement activities are communicated effectively.
- Assist in preparing social media content drafts, marketing blurbs, schedules, and post-event wrap-ups.
- Support documentation of engagement outcomes for reporting and publicity.

### 5. Office & Administrative Support

- Support general administration including scheduling, collation of information and preparing meeting notes.
- Provide occasional support during PSO events, including front-of-house duties when required.

## QUALIFICATIONS

### Qualifications

- Relevant tertiary qualification (Arts Management, Education, Community Development or similar) is desirable.
- Experience in arts administration, community programs, education, events, or customer-facing roles is highly regarded.
- Proven administrative experience, ideally in the arts, education, or community sectors.
- Strong stakeholder management skills and the ability to communicate with diverse community groups.
- Excellent written skills and confidence preparing documents, schedules, and communication materials.
- Strong multitasking skills and ability to handle competing priorities.
- Competence with MS Office, AI and basic design or document formatting tools.
- Understanding of and passion for Western Australia's cultural landscape.



## PERTH SYMPHONY VALUES

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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.

## COMPETENCIES

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- **COMMUNICATION** – able to communicate information and ideas clearly and articulately and represent the company in written form. Uses appropriate language, style and methods depending on the audience and the purpose of the communication.
- **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.
- **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.
- **TEAM WORK** – 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.

