

**PRODUCTION COORDINATOR**

**Role type: Full time - 5 days a week, 37.5 hours a week  
\$55-65k package plus superannuation**

**The Organisation**

The Perth Symphony Orchestra is the orchestra that breaks the rules. At almost 7 years old, the orchestra has performed to over 250,000 patrons, reaching communities from Burringurrah to Margaret River and everywhere in between. Our mission is 'Music for Everyone' – and we aspire to reach every Western Australian with incredible music experiences as well as have a global reputation for innovation, pushing boundaries and creating a new business model for orchestras in the 21st Century.

**The Role**

Perth Symphony Orchestra is looking for an outstanding and experienced production coordinator who will ensure the highest quality production of all concerts and performances.

As a production coordinator, you will manage and supervise all aspects of production for all concerts and performances.

This is an admin based role. Our office hours are 10am to 6pm Monday to Friday in Cottesloe. Occasional weekend and evening work at concerts may be required.

**Key relationships**

Be an integral part of the PSO team, working across functions and reporting to General Manager.

**Key responsibilities:**

- Liaising with clients and suppliers in initial planning stages
- Coordinating all operational and logistical production requirements for PSO performances (corporate, community and self-produced concerts) and associated events;
- Ensuring appropriate equipment (to include all sound, lighting and staging) is identified and sourced within budget;
- Booking and liaising with venues to ensure the needs of the orchestra, crew and volunteers are delivered, e.g. green rooms, staging, site infrastructure,
- Organising, supervising and assisting with the transportation, loading, unloading and setting up of orchestral and technical equipment associated with orchestral activities;
- Supervising and engaging casual staging staff, orchestra managers, show callers and stage managers as required and fill these positions dependent on the event, as per budgets.

- Being responsible for identifying, and where necessary, addressing work health and safety issues
- Briefing all contractors, crew and musicians on OH&S issues for every concert
- Maintaining a data base for venues, equipment, contractors and crew.
- Creating an annual production strategy that aligns with corporate strategy.

**Skills & experience required**

To be considered for this role you **MUST** have:

- Ability to work with others in a fast-paced, pressured environment and be able to diffuse tense situations and resolve interpersonal conflicts
- Capability to manage and coordinate a diverse team, provide constructive feedback/reviews, and manage crew expectations
- Confidence to work with highly experienced suppliers and demonstrate strong negotiation skills
- Competent Microsoft Office skills, using programs as word, excel, and PowerPoint
- A passion for working in the arts and for a fast growing, ambitious arts company
- High level of attention to detail ensuring accuracy
- Exceptional organisational and time management skills
- Excellent verbal and interpersonal communication skills
- A "can do" and positive attitude and ability to remain calm and focused in the most stressful situations
- Be a permanent Australian resident with the right to work in Australia
- A current Australian drivers licence
- Knowledge of classical/symphonic music is a bonus
- Experience in orchestral production

**To apply:**

If this sounds like you, please forward your CV and cover letter summarising your suitability for the position.

Please submit applications and recruitment enquires to: [jobs@perthsymphony.com](mailto:jobs@perthsymphony.com)

**Applications close: Sunday 8th September 2019.**