

## Position Description

<b>JOB TITLE</b>	Tour Manager
<b>REPORTS TO</b>	Director of Artistic Operations
<b>BASIC FUNCTION</b>	To effectively manage the touring and operational activities of the Australian Chamber Orchestra to meet the ACO's artistic and other strategic objectives.

### KEY ACCOUNTABILITIES:

#### TOUR MANAGEMENT

1. Fulfil the role of Tour Manager for national and international tours as required.
2. Manage and coordinate national and international tour logistics including but not limited to:
  - a) Consolidate appropriate information in OPAS database and Master Tour app then prepare and issue touring schedules;
  - b) Provide technical requirements to all venues for ACO performances (nationally and internationally);
  - c) Work with and direct venue staff as appropriate;
  - d) Liaise with overseas presenters, agents and venues;
  - e) Manage instrument freight, carnets and freight schedules including assist with freight movements as required;
  - f) Arrange and facilitate airport and hotel check-ins for the touring ensemble;
  - g) Carry out or delegate bus monitor duties;
  - h) Provide post-tour reviews, reports and financial settlements as required.
3. Coordinate travel for tours when Tour Manager including:
  - a) Make flight bookings for orchestral travel including national subscription tours, international tours and other regional and interstate performances;
  - b) Make or co-ordinate ground transport arrangements for ACO tours, including bus transfers between airports, hotels and venues;
  - c) Make accommodation arrangements for the touring party on ACO tours and regional, interstate and international projects;
  - d) Prepare and administer per diem allowances for musicians as required by the touring schedule;
  - e) Make visa arrangements required for the Orchestra's international travel;
  - f) Make travel, accommodation and visa arrangements for inbound guest artists and guest musicians;
  - g) Keep records of any personal travel by ACO musicians to be reimbursed;
  - h) Maintain accurate touring information (flights, accommodation, transfers) in the OPAS database and Master Tour app.
4. Coordinate uniforms including but not limited to:
  - a) Liaise with core and casual players regarding maintenance of their ACO uniforms;
  - b) Coordinate uniform fittings and the purchase of replacement garments where required, or organise the adjustment/repair of existing garments as appropriate;
  - c) Coordinate the issuing of ACO uniforms to casual players for ACO subscription tours and projects, and ACO Emerging Artists in consultation with Learning & Engagement staff.

5. Assist the Director of Artistic Operations in the planning of domestic and international tours including the development of tour budgets.
6. Process financial documentation including tour invoices and reimbursements in BWeb as well as reconcile ACO credit card statements.

### **STAGE MANAGEMENT AND OPERATIONS**

1. Set-up venues for ACO activities including rehearsals, performances, recordings and other activity involving ACO musicians and staff.
2. Fulfil role of Stage Manager (often in conjunction with venue's Stage Manager) to ensure smooth running of live performances.
3. Arrange the staffing and provision of equipment for sound, lighting and projection as required.
4. Prepare recording schedules and make associated technical and logistical arrangements for recordings where required.
5. Assess suitability of venues for Development and other non-subscription performances or events as required.
6. Act as duty manager for Development performances as required.
7. Drive, carry and load instruments, instrument cases and other orchestral equipment.
8. Arrange the tuning of keyboard instruments as required.
9. Assist in the maintenance of all ACO technical equipment (including lighting, orchestral furniture, rostra, sound equipment).

### **ORCHESTRAL HR**

1. Book all casual musicians for ACO tours and activities including coordination of engagement contracts and payroll documentation.
2. Assist the Director of Artistic Operations in the preparation of the payroll for core and casual musicians as required.
3. Assist in maintaining an attendance record in the OPAS database of all core and casual musicians for all activities throughout the year.
4. Manage auditions which take place during tours.
5. Take minutes of Orchestral Meetings where required.

### **RECORDINGS**

1. Coordinate the production requirements of ACO recorded content for commercial release including ACO StudioCasts in association with ACO Marketing staff.
2. Coordinate ACO musician involvement in ACO HomeCasts in association with ACO Marketing staff.
3. Liaise with ACO musicians, recording engineers and other recording personnel, ABC Classic and other record labels regarding coordination of recorded content.

### **KEY RELATIONSHIPS:**

#### **1) INTERNAL**

- a) Artistic Director, 16 full time and up to 50 casual musicians
- b) Tour Manager
- c) Director of Artistic Operations
- d) Artistic Administration Manager
- e) Learning & Engagement staff
- f) Development Department staff
- g) Chief Financial Officer
- h) Managing Director and
- i) Other Executive Team members.

## 2) EXTERNAL

Guest musicians, venue staff, agents, presenters, commercial hirers, technical contractors, suppliers of goods and services, other arts organisations and government departments.

### POSITION REQUIREMENTS:

- Highly competent written and spoken communication skills;
- Superior organisational skills;
- Outstanding time management skills and the ability to manage multiple competing priorities;
- Excellent attention to detail;
- Enthusiasm, self-motivation and self-discipline;
- High level proficiency with Microsoft Office (Word, Excel and Outlook);
- Ability to problem-solve in stressful situations;
- At least 3 years' experience in production management, orchestra management, tour management of musical ensembles or stage management of music productions;
- Ability to read music following training on a musical instrument;
- Current full manual driver's licence;
- Ability to lift and handle musical instruments and other orchestral and musical production equipment; and
- Desire to work with a creative performing arts organisation.

Experience in working with a database such as OPAS will be an advantage.

Current at 27 November 2020