

## POSITION DESCRIPTION

POSITION TITLE	Learning & Engagement Coordinator
REPORTS TO	Programs Manager, Learning & Engagement
TERM	Full-Time, Permanent

### ABOUT THE ACO

Led by its charismatic Artistic Director, Richard Tognetti AO, the Australian Chamber Orchestra (ACO) is Australia's most dynamic performing arts organisation. Renowned world-wide for its inspired and courageous programming and unrivalled performances, the ACO collaborates with an extraordinary range of artists including the world's leading soloists, contemporary musicians, cinematographers, and visual artists.

The ACO are based at their award-winning purpose-built home, ACO On The Pier in Sydney's Walsh Bay Arts Precinct. The venue includes a 275-seat performance space, rehearsal rooms, media suite and event space - an exciting new home for performance, presentation, collaboration and community engagement.

### ABOUT THE POSITION

The Learning & Engagement Coordinator will work closely with the Learning & Engagement team to support the delivery of the ACO's national Learning & Engagement program. The broader program currently comprises three core streams of activity:

1. **talent development** for the best young and emerging musicians across the country;
2. **high quality early years music experiences** for children and families; and
3. **community engagement** with a diverse range of audiences, groups and communities.

The Learning & Engagement Coordinator will have a broad range of responsibilities, focussing on administrative systems, but with opportunities to get involved with on-the-ground project coordination and delivery. The role works across all projects, with a particular focus on the coordination and delivery of our ACO Foundations Program in Western Sydney and Melbourne, and the broad range of Talent Development programs including ACO Academy and the ACO Emerging Artist program. They also assist with ACO Families productions and activities as required.

### DUTIES AND RESPONSIBILITIES

#### Program Administration & Coordination

Working under the direction of the Learning & Engagement Programs Manager, the L&E Coordinator will take responsibility for the following tasks:

- General administration across the L&E Program, including creating and maintaining planning documents and systems; contract administration; supplier set up and processing invoices; preparing payroll information and documentation; and managing project data, statistics and feedback.
- Project specific administration for L&E participatory programs, including managing applications and enrolments; communicating with participants, teachers, schools and parents; distributing and collating permission forms; preparing attendance lists and contact details; preparing and distributing schedules, music and information; and preparing, distributing and collating feedback and evaluation surveys.
- Coordinate rostering, schedules, documentation, equipment purchase, instrument maintenance, and the collation and distribution of digital and classroom resources for the ACO Foundations program, in consultation with ACO Foundations educators, teachers and schools.

- Project support for L&E performance programs, productions and tours, including providing administrative and production assistance for ACO Families productions; collating and distributing information required for concert programs; involvement in back-of-house and front-of-house activities, including stage management and creative play activities and foyer activations, as required.
- Ensuring that all musicians and staff involved in ACO L&E program activities have current, state-specific Working with Children Checks, records are updated, and appropriate information is recorded.

### **Marketing & Communications**

Working closely with the Learning & Engagement, Marketing, Box Office, Communications, and Development teams, you will take responsibility for the following tasks:

- Assisting the Marketing team with coordination and distribution of marketing collateral, social media, and communications for L&E programs; coordinating content for e-newsletters, e-flyers, and email reminders in the ACO's electronic mail system.
- Managing the ACO Learning & Engagement email account and phone enquiries, responding to enquiries, and providing information about programs as requested.
- Managing complimentary ticket and VIP lists for L&E events and performances, assisting with processing bookings for ACO Schools Tickets and communicating with teachers and students.
- Liaising with the Digital Marketing team to maintain and update the Learning & Engagement pages of the ACO website.

### **Data Management**

- Manage the administration of online application processes, the collection of participant data, reporting systems, and the distribution and collation of post-project evaluation surveys.
- Ensure all Learning & Engagement program statistics, contacts, and participants are recorded in Tessitura, ensuring records are updated and appropriate information is recorded.
- Maintain accurate program and production requirements in ACO venue and WBAP precinct booking systems.
- Generate reports and data as requested for grant applications, reporting and acquittals.

### **Other**

- Undertake training in Child Safety, First Aid, Anaphylaxis, Disability Awareness, WHS, and other training as required.
- Some manual handling of musical instruments and other orchestral and musical production equipment is required.
- Other duties as required.

## **POSITION REQUIREMENTS**

### **Skills & Experience**

- Exceptional administration, organisational and time management skills
- Highly competent written and spoken communication skills
- A positive, problem-solving approach to tasks, and the ability to remain calm under pressure
- Excellent attention to detail
- Computer and digital literacy with proficiency with Microsoft Office (Word, Excel, Outlook)

### **Advantageous Qualifications & Experience**

- A qualification in Music, Education and / or Arts Management
- Previous experience working in an arts organisation or performing arts venue
- Production or technical experience or 'know-how'
- Musical literacy

- Experience working with classical musicians
- A full driver's license

## Attitudes

- A passion for working with a dynamic performing arts organisation in the area of **talent development, education & community engagement**
- A kind, collaborative, team player who does not compromise on personal responsibility
- Enthusiasm, initiative, and self-motivation

## KEY RELATIONSHIPS

The Learning & Engagement Coordinator is required to develop excellent working relationships within the Learning & Engagement team, across the whole organisation, and with external stakeholders. Key relationships include:

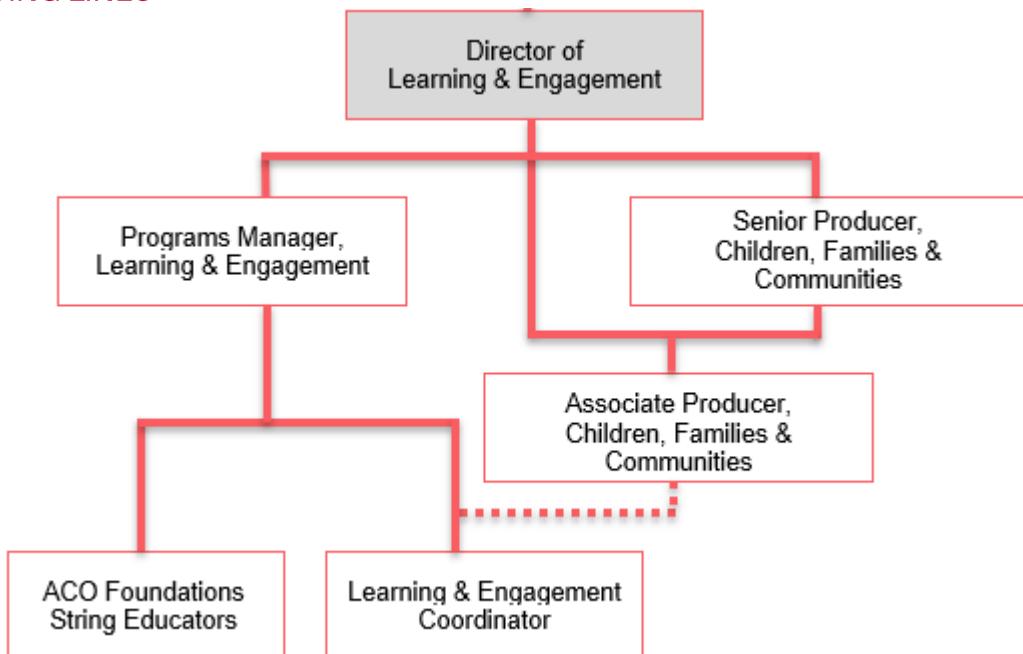
### Internal

- Director of Learning & Engagement
- Learning & Engagement Programs Manager
- Associate Producer, Children, Families & Communities
- Director of Artistic Operations & their team
- Director of Marketing & their team
- Director of Philanthropy & their team
- Pier 2/3 Venue & Production team
- ACO core musicians

### External

- ACO L&E partner organisations and presenters
- Schools and tertiary institutions
- Casual & contract staff, including production staff & crew
- Parents and teachers or program applicants and participants
- ACO Emerging Artists (current and previous) & other casual musicians

## REPORTING LINES



## TERMS

This position is a permanent, full-time position based in the ACO's office in Sydney, with the usual working hours of 9am – 5.30pm, Monday to Friday. Working hours for this position can be irregular due to the nature of the Learning & Engagement Program activities and the performance schedule of the Orchestra, with evening and weekend work and regional / interstate travel required from time to time.

## WHY JOIN US?

At the ACO, you'll be part of a team that values creativity, excellence, and collaboration. You'll work in a stunning waterfront location, contribute to world-class music experiences, and help shape the future of one of Australia's leading cultural organisations.

The ACO supports opportunities for employees to achieve a balance in their work and home lives. We provide our employees with the flexible option to work from home where appropriate.