

## POSITION DESCRIPTION

<b>POSITION TITLE</b>	Program Manager - Learning & Engagement
<b>REPORTS TO</b>	Chief Operating Officer
<b>DIRECT REPORTS</b>	Learning & Engagement Coordinator

### PURPOSE OF THE POSITION

To take responsibility for the successful end-to-end management and delivery of the ACO's Learning & Engagement Program of activities.

### ABOUT THE ACO

Led by its charismatic Artistic Director, Richard Tognetti AO, the Australian Chamber Orchestra 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 performers, cinematographers, visual artists and writers. In early 2022, the ACO will move to its new, purpose built home on Pier 2/3 in Sydney's Walsh Bay Arts Precinct, which will create exciting new community engagement and collaborative opportunities for the company.

### ABOUT THE POSITION

Program Manager - Learning & Engagement will successfully manage and deliver the ACO's Learning & Engagement Program activities. The Program currently comprises three core streams of activity:

- Talent Development for the best young and emerging musicians across the country
- Early Years Experiences with music for children and families; and
- Community Engagement with a broad and diverse range of communities.

It includes the ACO Emerging Artist Program, ACO Collective, ACO Academy and ACO Foundations, as well as a range of other initiatives and activities. The Program Manager is required to have oversight of all Program activities, from planning, funding applications and budgeting to Program delivery (including some touring) and post Program evaluations and acquittals. The role is supported by the ACO's Learning & Engagement Coordinator and works closely with the Strategic Advisor & Creative Producer – Learning & Engagement.

### DUTIES AND RESPONSIBILITIES

#### 1. Program Planning & Relationship Management

Working closely with the Chief Operating Officer and key stakeholders (including the Strategic Advisor & Creative Producer – Learning & Engagement and ACO Musician Learning & Engagement Representatives), you will take responsibility for the successful:

- 1.1. management of the Learning & Engagement Program, including planning and scheduling of current and new activities;
- 1.2. management of the ACO Learning & Engagement Coordinator, including delegation and assignment of duties and effective performance management;
- 1.3. Management of other musical, administrative and teaching staff / contractors who work on Program activities;
- 1.4. documentation and reporting of Program activities in board reports, grant applications and acquittals and other internal and external communication as required;
- 1.5. management of relationships with the ACO's Learning and Engagement Program partners and stakeholders to ensure smooth delivery of partnership activities;
- 1.6. internal advocacy to ensure that the ACO's musicians, staff and Board are aware of Learning & Engagement Program goals, activities and key achievements;
- 1.7. management of the ACO's Child Safe Policy (including acting as the ACO's Child Safety Officer) to ensure a Child Safe environment for all Program activities involving young people;
- 1.8. oversight of Learning & Engagement Program website pages, media opportunities, advertising, and digital content for all Learning & Engagement Program activities.

## 2. Program Management & Implementation

With assistance from the Learning & Engagement Coordinator, you will take responsibility for the successful end-to-end management and delivery of all Learning & Engagement program activities, including:

- 2.1 working with the Director of Artistic Operations to schedule Learning & Engagement Program activity dates, venues, and rostering of musicians;
- 2.2 overseeing application, audition and selection processes for all Learning & Engagement Program activities;
- 2.3 management of Program content development, curriculum planning, and digital resource making;
- 2.4 communicating with all program applicants, preparing and issuing participation agreements and contracts, and all required program documentation;
- 2.5 recruiting, managing, training, rostering and contracting casual musicians, teaching staff, educational advisors and other contractors for Program activities
- 2.6 overseeing any required travel logistics (flights, accommodation, freight), Program and rostering information into OPAS database as required;
- 2.7 oversee risk management for all Program activities;
- 2.8 preparing and distributing schedules and run sheets for all Program activities;
- 2.9 delivery of all project activities, acting as onsite Program Manager / Tour Manager and / or Stage Manager for Program activities as required;
- 2.10 Program administration including payroll documentation preparation, Working with Children check oversight, budget reconciliation, invoices, documentation; and
- 2.11 Program documentation, including preparing evaluation surveys, collating quotes, photographs and media, budget reconciliation, and funding acquittals as required.

## 3. Budget Management

- 3.1 Prepare the annual Learning & Engagement Program company budgets – as well as budgets government and philanthropic funding applications and acquittals; and
- 3.2 Successful management, tracking and acquittal of all Learning and Engagement Program budgets, reconciliation of actuals using online reporting systems, setting up new suppliers, and issuing, processing and tracking Program invoices.

## 4. Other

- 4.1 Undertake training in Child Safety, First Aid, Anaphylaxis, and Disability Awareness;
- 4.2 Undertake training where required on WHS, manual handling and any other training as required;
- 4.3 Some manual handling of musical instruments and other orchestral and musical production equipment is required; and
- 4.4 Other duties as required.

## KEY RELATIONSHIPS

### Internal

- The Program Manager - Learning & Engagement is required to develop relationships within their immediate team and across the whole organisation to successfully implement the L&E Program of activities.

### External

- Program participants
- Learning & Engagement partner organisations
- Schools and educational institutions
- Arts on Tour
- Regional presenters & venues
- ACO Emerging Artists (current and previous)
- Parents and teachers of program applicants and participants

## **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. 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.

Please note that working hours for this position can be irregular due 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.

Due to the nature of this position, the successful applicant will also need to successfully complete Working with Children Checks.

## **POSITION REQUIREMENTS**

The successful applicant will meet the following position requirements:

### **Skills & Experience:**

- At least 5-years' experience working in performing arts management, producing, event delivery and / or project management
- Superior organisational and time management skills, with demonstrable experience in managing multiple projects and competing priorities
- Exemplary people management skills – including experience in successfully building strong relationships with staff and stakeholders
- Experience successfully preparing, managing and reporting on project budgets
- Highly competent written and spoken communication skills
- Excellent attention to detail
- Ability to problem-solve in stressful and complex situations
- Computer literacy including advanced competence in MS Excel and database experience
- A current driver's license (ability to drive manual vehicle an advantage)

### **Advantageous Qualifications & Experience:**

- Training or relevant experience in music education, and knowledge of Australian primary and secondary music and arts curricula
- Performing arts touring experience
- Musical literacy
- Orchestral performance experience and familiarity with chamber music repertoire
- Experience in OPAS and / or Tessitura software

### **Attitudes:**

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

## **DIVERSITY & INCLUSION**

The ACO is committed to equity and inclusion and welcomes applications from Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse (CALD) backgrounds and people with a disability.