

POSITION DESCRIPTION

POSITION TITLE	Programs Manager, Learning & Engagement
REPORTS TO	Director of Learning & Engagement
TERM	Fixed Term 2 Years

PURPOSE OF THE POSITION

To take responsibility for the successful management and delivery of key projects and programs that are part of the ACO's broader Learning & Engagement Program.

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

The Learning & Engagement Program currently comprises three core streams of activity:

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

The focus of the role is managing the Talent Development programs (including the ACO Emerging Artist Program, ACO Collective performances and tours, and ACO Academy); the ACO Foundations Program; and a range of other learning and engagement initiatives and activities as required. The Programs Manager is required to have oversight of all assigned program activities, from planning, funding applications and budgeting to program delivery (including some touring) and post-program evaluations and acquittals. The role works closely with the Director of Learning & Engagement and is supported by the Learning & Engagement Coordinator.

DUTIES AND RESPONSIBILITIES

1. Program Planning & Relationship Management

Working closely with the Director of Learning & Engagement and key stakeholders (including ACO musician Learning & Engagement representatives), you will take responsibility for the successful:

- 1.1. management of Talent Development programs, the ACO Foundations Program and other learning & engagement projects, including planning and scheduling of current and new activities;
- 1.2. management of musical, administrative and teaching staff / contractors who work on Program activities;
- 1.3. documentation and reporting of Program activities in board reports, grant applications and acquittals and other internal and external communication as required;
- 1.4. management of relationships with the ACO's Learning and Engagement Program partners and stakeholders to ensure smooth delivery of partnership activities;
- 1.5. internal advocacy to ensure that the ACO's musicians, staff and Board are aware of Learning & Engagement Program goals, activities and key achievements;
- 1.6. 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;
- 1.7. oversight of program website pages, media opportunities, advertising, and digital content.

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 assigned 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 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), schedule and rostering information into OPAS database as required;
- 2.7 overseeing risk management for all program activities;
- 2.8 preparing and distributing schedules and run sheets for all program activities;
- 2.9 delivery of all program activities, acting as onsite project 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

The Programs Manager, Learning & Engagement will be required to:

- 3.1 assist the Director of Learning & Engagement to prepare the annual Learning & Engagement Program company budgets, as well as budgets for government and philanthropic funding applications and acquittals; and
- 3.2 successfully manage, track, and acquit program budgets, including reconciliation of actuals using online reporting systems, setting up new suppliers, and issuing, processing and tracking invoices.

4. Other

- 4.1 Undertake training in Child Safety, First Aid, Anaphylaxis, and Disability Awareness;
- 4.2 Undertake training on WHS, manual handling and 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

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

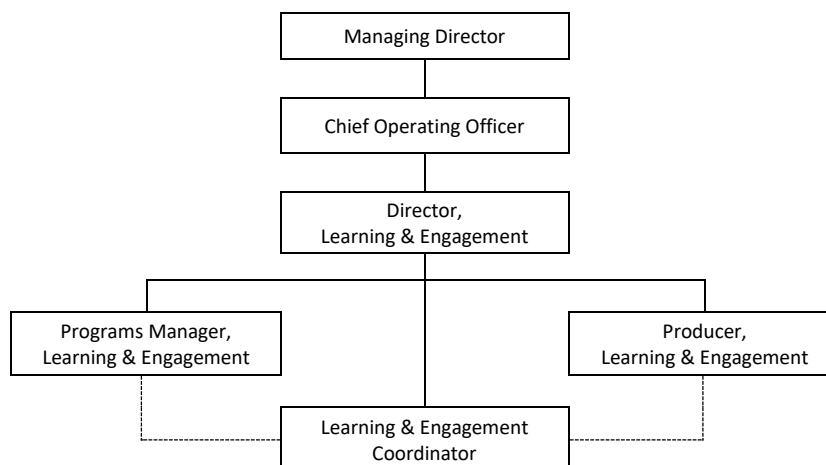
Internal

- Chief Operating Officer
- Director of Learning & Engagement & team
- Director of Artistic Planning
- Director of Artistic Operations & their team
- Director of Market Development & their team
- Director of Philanthropy & Partnerships & their team
- ACO core musicians

External

- Program participants & their parents and teachers
- External partner organisations
- Schools and educational institutions
- Arts on Tour (touring partner)
- Regional presenters & venues
- ACO Emerging Artists (current and previous) & other casual musicians

REPORTING LINES



TERMS

This position is a fixed term 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 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.

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 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 backgrounds, people with a disability, mature age workers, and lesbian, gay, bisexual, transgender, queer and intersex (LGBTQI+) people.

COVID-19 VACCINATION REQUIREMENT

ACO's view is that vaccines are an effective tool for protecting people against COVID-19. To minimise the risk of exposure to COVID-19 in the workplace, ACO currently requires that all employees who are able to receive a COVID-19 vaccine are fully vaccinated against COVID-19.