

POSITION DESCRIPTION

JOB TITLE TRAVEL COORDINATOR

REPORTS TO TOUR MANAGER

BASIC FUNCTION To contribute to the efficient and effective operation of the ACO by:

- co-ordinating all domestic and international travel for orchestral touring
- booking travel and accommodation for ACO staff and management

DUTIES AND RESPONSIBILITIES

1. ORCHESTRAL TOURING & PROJECTS

- 1.1 Make all flight bookings for all orchestral travel including national subscription tours, international tours and other regional, interstate and international performances.
- 1.2 Make or co-ordinate all ground transport arrangements for all ACO tours, including bus transfers between airports, hotels and venues.
- 1.3 Make all accommodation arrangements for the touring party on all ACO tours and regional, interstate and international projects.
- 1.4 Under the direction of the Tour Manager, and in consultation with the Tour Manager as appropriate, prepare and issue all touring schedules.
- 1.5 Prepare and administer per diem allowances for musicians as required by the touring schedule.
- 1.6 Make all visa arrangements required for the Orchestra's international travel.
- 1.7 Make travel, accommodation and visa arrangements for all inbound guest artists and guest musicians.

2. MANAGEMENT TRAVEL

- 2.1 Book all domestic and international travel for the Artistic Director, Managing Director and all ACO management and staff.
- 2.2 Keep records of any personal travel by ACO staff or musicians to be reimbursed.
- 2.3 Make accommodation arrangements for all ACO management travel.
- 2.4 Prepare and administer per diem allowances for staff as required by their approved travel.

3. ADMINISTRATION

- 3.1 Assist the Director of Artistic Operations in the preparation of annual budgets and international tour budgets.
- 3.2 Manage the ACO's relations with major travel and accommodation suppliers to ensure competitive rates.
- 3.3 Manage the ACO's management travel budget within set limits and providing reports to the Chief Finance Officer.
- 3.4 Check and validate all taxi charge card and voucher expenses for authorization by the relevant managers.
- 3.5 Maintain accurate touring information in the OPAS database.
- 3.6 Process travel-related invoices.
- 3.7 Reconcile credit card statements.
- 3.8 Settle Virgin Australia sponsorship account.
- 3.9 Reconcile travel and accommodation reimbursements and deductions for Orchestra and guest artists.
- 3.10 Lodge travel insurance claims.
- 3.11 Assist the tour management staff on tours with larger numbers of performers as required.

KEY RELATIONSHIPS

INTERNAL

The Travel Coordinator works closely with the Tour Manager and Assistant Tour Manager, Director of Artistic Operations, Learning & Engagement Manager, Emerging Artist & Regional Touring Executive, the Artistic Director, Managing Director and Executive Assistant/HR Officer, the Chief Financial Officer, Transactional Accountant, as well as with all ACO musicians, senior executives and staff.

EXTERNAL

These contacts include travel and accommodation suppliers, guest artists, international agents and consular services.

SKILLS AND EXPERIENCE

- High level administrative and organisational skills.
- Attention to detail.
- Communication and interpersonal skills, including well-developed written and verbal aptitude.
- Problem solving skills.
- Experience working in travel bookings desirable.
- An interest in working in the arts desirable.

Current at July 2019