

Position Title: Coordinator, Production and Events

Reporting to: Manager, Production and Events

WHY does your role matter?

We here at SYO believe that young people are the key to building a progressive and creative future.

We exist to champion them - the future champions of orchestral music, and to provide a pathway for young people to develop artistry, build musical skills, and connect to a like-minded community, while providing opportunities for them to learn life skills, feed their well-being, and become more socially responsible. With orchestral music as our vehicle, it is our aim to enrich the lives of thousands of young people to create a more creative, musical and dynamic culture within Australia and the world.

The role of Coordinator, Production and Events is essential to our ability to realise this vision.

Through your exceptional organisation ability, interpersonal skills, and your ability to build productive relationships with musicians, families, volunteers and colleagues, we are able to educate and train up-and-coming, and established musicians. Through this, you are building the base for a lifetime of enjoying music for thousands of young people and enriching the creative culture of Australia.

OUR VALUES

Drive innovation and embrace the new

You are a champion for change, finding new and better ways to educate and bring our musicians, families and tutors together.

Excellence is our attitude, not just an outcome

In the same way that an excellent symphony is the result of thousands of individual notes played with excellence (often as a result of hours of excellent practice), so to, is your role the result of thousands of daily interactions and decisions. You pay attention to doing each of these to the best of your ability.

We are an ensemble, not soloists

An orchestra is at its best when each musician knows their role and plays their part together. In the same way, we each have a role to play at SYO. You play your part and always look for opportunities to help others in the team.

Celebrate all contributions made to SYO

You look for opportunities to recognise and reward your team, your colleagues, volunteers and yourself.

Key Priorities:

You deliver a productive, enjoyable and seamless experience that connects musicians and their families to the organisation, allowing them to focus solely on learning and developing as musicians. Specifically:

- **Be a Relationship Builder:** Build strong relationships with staff, musicians, families, conductors, tutors and other artistic staff, to help them feel connected to SYO's educational and artistic programs. Be a trusted point of contact and assist with any issues.
- **Manage the logistics:** Do whatever it takes to ensure the smooth operation and delivery of events and rehearsals. This will include scheduling, coordination and management of people, ordering and distributing the music, and being the first point of contact for any operational issues.
- **Be the Eyes & Ears:** Proactively manage rehearsals to monitor attendance, safety and effectiveness of rehearsals. Identify opportunities to improve the quality and running of rehearsals, concerts, and events. Feedback issues to the relevant teams and actively seek solutions.
- **Be a Data and Detail Guru:** work alongside the Operations Team, to prepare sheet music, attendance reports, detailed run sheets, logistical information ahead of rehearsals, concerts, and events. You will have an eye for detail and the ability to prioritise tasks in a calm and affective manner.
- **Drive the future of Orchestral Education:** work alongside the team to identify, test and implement new ways of training our musicians, specifically the adoption of digital/online tools.
- **Swim in the deep end:** We are a small team and you will be thrown in the deep end early and often. The deep end is where you grow. It's where you prove to yourself that you've got what it takes. We want you to embrace a [Growth Mindset](#), look for opportunities to shine, back yourself and... put your hand up if you're drowning.
- **You:** You take control of your career development. You communicate with your manager to make plans for desired training and development opportunities. You do what you need to, to make sure you do an excellent job but speak up early when you need help or feel like your life is becoming unbalanced (mentally, emotionally, physically or socially)

The above is not everything that you'll be required to do; we expect that you will seek out ways to step outside of these things to further your career, improve our ways of working, make SYO a better place to work.

What about Progression?

The nature of the job can mean that, from year-to-year, you will be repeating many of the same tasks. That being said, we look at the lifecycle of each role in three stages:

1. **Deliver** – in this phase, you are focused on learning each element of the role, understanding how it all comes together and ensuring that key tasks are delivered to the best of your ability.
2. **Master** – in this phase, you're comfortable with delivering the requirements of your role; you're now looking for ways to become more efficient or improve the quality of your deliverables.
3. **Value-Add** – in this phase, you're very comfortable with your role and have the bandwidth and desire to take on other projects in SYO. This could be projects outside the scope of your role within your own team, or projects to improve SYO more broadly.

We will work together to ensure that your role remains engaging and challenging, identifying areas for you take on greater ownership or responsibility.

How is this managed?

Your career will be proactively managed through a program of goal setting, real-time feedback, quarterly check-ins and annual reviews.

Your manager has been given the skills to help manage your career, though ultimately, you should take responsibility for this process. Make sure that meetings are booked in. Make sure that reviews happen. If you want feedback, ask for it. If you've got goals or development plans, make sure your manager knows about it.

While we absolutely want the best for you and will do what we can to help you, no one can manage your career better than you.

Required:

- A passion for music and working with young people
- High level of written and verbal communication skills
- Ability to manage competing priorities
- Experience with computer software / systems and ability to quickly learn new systems
- A current NSW Working with Children Check (WWCC)
- Degree qualifications (or equivalent) in Music and/or Music Education, or equivalent professional experience
- Full (Unrestricted) NSW Driver's License
- Ability to work independently and as part of a team

Desirable:

- Experience with preparing/printing sheet music for rehearsal and performance, including the organisation and management of orchestral music library
- Experience managing orchestral rehearsals and performances
- Proven ability to work with different stakeholders