



Job Title: Manager, Artistic Programming

Reporting to: Head of Orchestral Training and Artistic Programming

Why does your role matter?

At SYO, we believe young people are the key to a progressive and creative future. Our mission is to build pathways for young musicians to connect, create and champion orchestral music. SYO engage with hundreds of young musicians per year in our core programs and hundreds more through open programs, providing exceptional training and access to orchestral music across the state. We aim to inspire, educate, and empower young people, ensuring they become the cultural leaders of tomorrow.

The role of Manager, Artistic Programming is a key connector between our musicians, our community and the wider sector, and is essential to realising our vision. You turn great artistic ideas into well-planned concerts, camps and auditions, creating the conditions for young musicians to shine.

Your attention to detail, creativity, communication and project management skills help us build meaningful relationships with communities, artistic partners and industry.

Our Values

We are **Collaborative**

We work together on and off the stage. We celebrate each other's achievements. We value our supporters. An orchestra is bigger than the sum of its parts, as is our community.

We are **Brave**

We are bold. We drive towards a creative future. We simultaneously embrace tradition while boldly pushing boundaries. We are dynamic.

We are **Authentic**

We are true to ourselves. We act with openness and honesty. We celebrate and express our youthfulness. We tell our stories and share the stories of our communities.

Key Priorities

You will plan and prepare some of SYO's key programs, including The.SYO concerts, Orchestral Training Program concerts, the Youth Orchestral Camp (YOC), holiday programs and auditions. Reporting to and working closely with the Head of Orchestral Training and Artistic Programming, you will lead the project management of each program and build the relationships vital to its success. Once planning is complete, you will work with the Orchestral Operations Team to deliver it, stepping into the role of site manager/project lead at selected camps and holiday programs.

Be the Project Planning Guru. You love a big idea and know how to make it happen. You will shape projects that are well planned, organised and feasible, and work with the Head of Orchestral Training and Artistic Programming and Orchestral Operations Team to ensure our programs run smoothly and are exceptional from start to finish. You will advise on logistics, ticketing, programming, rostering and budget so every event is musically and educationally outstanding.

Be the Artistic Program Translator. Working between the artistic and operations teams, you will turn the artistic vision into clear, workable plans. You keep the big picture in view while making sure the Musicians & Training and Production & Events teams have everything they need to deliver exceptional outcomes.

Be the Artist Connector. You will be a key point of contact for our conductors, tutors and artistic staff. You will manage their booking and scheduling so the right people are in the right place at the right time. With the conductors, you will coordinate the audition process, including excerpts, panels and musician placement.

Be a Creative Force. You care about how our events feel from the first note to the last. Alongside the Head of Orchestral Training and Artistic Programming, you will help shape concerts, workshops and events that inspire and excite everyone involved.

Be a Champion of Data and Detail. You will use Salesforce CRM, Asana and our finance and payroll systems to build, track and communicate project details, both internally and externally.

Keep an Eye on the Dollar. You will manage project budgets and look for ways to partner, reduce costs or create income, so our programs are sustainable.

Swim in the Deep End. We are a small team, and you will be thrown in the deep end early and often. It's where you grow and prove to yourself that you've got what it takes. Embrace a growth mindset, look for opportunities to shine, back yourself and put your hand up if you're drowning. You'll have the support of your manager and a collaborative team behind you.

Own Your Development. You take charge of your career. You will talk with your manager about the training and development you want, do what it takes to do an

excellent job, and speak up early if you need help or your life is becoming unbalanced (mentally, emotionally, physically or socially).

Other Tasks as Required. This isn't everything you'll do. We expect you to look for ways to step beyond these tasks, grow your career, improve how we work and make SYO a better place to work.

Please note: this role involves some evening, weekend and regional travel to support camps, concerts and auditions.

SELECTION CRITERIA

Essential

1. Proven ability to coordinate events or projects from concept to delivery, including planning, scheduling and budgets.
2. Experience working with artists, conductors, tutors or other creative or educational staff, including booking and scheduling them.
3. Experience managing events or programs on site, including supervising staff, volunteers and participants.
4. Strong organisational skills and attention to detail, with examples of managing multiple projects and deadlines.
5. Excellent written, verbal and interpersonal communication skills, including the ability to translate between creative and operational teams.
6. Well-developed relationship management skills with both internal and external stakeholders.
7. Experience using CRM, project management or finance systems to track and report on project information.
8. A positive, collaborative approach and the confidence to lead event teams.
9. A keen interest in orchestral music and music education, with knowledge of orchestral repertoire.
10. 3 to 5 years' experience in a role coordinating events and relationships, preferably in the arts, education or not-for-profit sector, or equivalent experience.

Desirable

- Qualifications in music, arts management, events or community engagement.
- Experience with audition or ensemble placement processes.
- Experience developing partnerships or income-generating ideas for programs.
- Experience working with young people or in a youth music setting.

Must have

- A current NSW Working With Children Check, or willingness to obtain one before commencing.