

Melbourne Symphony Orchestra

POSITION DESCRIPTION

Job Title	Chorus Administrator	Date	December 2024
Department	Artistic	Reports to	Operations Lead
Location	MSO Southbank Offices and Performance Venues	Role Status	Part time 0.6

1. POSITION PURPOSE

The Chorus Administrator is the key conduit between members of the Chorus and the wider organisation. This role administers all operational aspects of the Melbourne Symphony Orchestra Chorus, including rehearsals, performances, recruitment of members and administrative functions.

2. MSO VALUES and GUIDING PRINCIPLES

VALUES

Innovation, Collaboration, Respect, Diversity

GUIDING PRINCIPLES

We listen to each other, and we listen to our audiences. We continuously tune into building connections that bring joy and validation.

We create welcoming experiences that showcase the beauty and wonder of artistic craft. Innovate performances that elevate the moment and endure in the spirit.

We unite our individual strengths and celebrate our unifying love of music, fostering understanding and belonging.

3. DIMENSIONS and WORKING RELATIONSHIPS

Reports to	Operations Lead
Direct Working Relationships	<ul style="list-style-type: none">▪ MSO Chorus members▪ MSO Chorus Director▪ Head of Operations▪ Artistic team▪ Guest artists/ conductor (as appropriate)▪ MSO Admin staff▪ External providers

Melbourne Symphony Orchestra

4. MAJOR RESPONSIBILITY AREAS

The main areas of responsibility include:

- Coordination of rehearsals and/or performances, including preparation, set up and pack down
- Administer the MSO Chorus schedule
- Coordinate auditions, in conjunction with and as directed by the Operations Lead and/or Chorus Director
- Liaising with the MSO Chorus Committee
- Preparation of reports as required
- Engage répétiteurs, pianists, and additional artists as required
- Occupational Health & Safety

5. KEY RESULT AREA	MAJOR ACTIVITIES
CHORUS	<ul style="list-style-type: none"> • Liaise with Chorus members on all matters related to the MSO Chorus • Coordination of rehearsals and/or performances, including preparation, set up and pack down • Generate and disseminate the MSO Chorus schedule, and ensure all relevant updates are shared with personnel • Working with the MSO Library team, ensure that sheet music is prepared and available for the MSO Chorus as required • Coordinate auditions, in conjunction with and as directed by the Operations Lead and/or Chorus Director
ARTISTIC OPERATIONS TEAM MEMBERSHIP	<ul style="list-style-type: none"> • Work collaboratively with the entire Artistic team and support team priorities/objectives • Deliver MSO Chorus activity within provided artistic budgets • Support the Operations Lead and Head of Operations on matter related to the MSO Chorus.
OCCUPATIONAL HEALTH AND SAFETY	<ul style="list-style-type: none"> • Work with management and other team members to ensure that all occupational health and safety (OH&S) risks are minimised through awareness and application of safe working practices • This role will take on the position of the first aid officer for the Chorus, staff and Orchestra and will be required to have and keep current first aid training • Comply with all MSO policy and procedures to ensure that all occupational health and safety (OHS) risks are minimised through awareness and application of safe working practices across all MSO Venues.
OTHER	<ul style="list-style-type: none"> • Due to the nature of this position, a flexible roster will apply, involving both weekend and evening work • Demonstrate a commitment to MSO Values (Respectful, Collaborative, Innovative and Diverse) • Carry out any other associated duties as reasonably requested.

6. DECISION MAKING AUTHORITY

The position holder works under the general direction of the Operations Coordinator

Melbourne Symphony Orchestra

7. ESSENTIAL CRITERIA

- Knowledge of orchestral or choral repertoire and performance practices.
- Demonstrable experience in a events or co-ordination role.
- Experience working in an arts administration or operational environment, specifically with volunteers/students.
- Well-developed written, verbal, and interpersonal communication skills.
- Highly developed skills in word processing and database software.
- Demonstrated experience coordinating large numbers of people.
- Demonstrated ability to work under pressure to achieve deadlines.
- Experience within a performing arts environment (preferably choral and/or orchestral), either as a performer or administrator.

8. DESIRABLE CRITERIA

- Demonstrated experience in an orchestral or chorus environment.
- An appreciation or interest in the arts/classical music.
- Demonstrated experience in orchestral production.
- Demonstrated experience in project management.

9. PERSONAL CHARACTERISTICS

- Pragmatic and logical in approach with excellent organisational skills.
- Ability to form and sustain effective relationships with key stakeholders.
- Well-developed communication skills with excellent interpersonal skills, demonstrating the ability to work pleasantly and professionally with a broad range of people.
- High degree of attention to detail.
- Ability to work with autonomously and within a team as required.
- Display initiative and drive to self-motivate and at times, motivate others.

10. POSITION DESCRIPTION MAINTENANCE

Date of last review:	NOVEMBER 2024
Conducted By:	Director of Orchestral Operations & Head of Operations
Date for next review:	NOVEMBER 2025