

MSO

Engagement Lead

INFORMATION FOR CANDIDATES, OCTOBER 2021



Melbourne Symphony Orchestra

About the Melbourne Symphony Orchestra

Each year the MSO engages with more than 5 million people through live concerts, TV, radio and online broadcasts, international and regional tours, recordings and education programs.

The MSO is a vital presence, both onstage and in the community, in cultivating classical music in Australia. Internationally acclaimed, the Orchestra nurtures strong cultural partnerships throughout South East Asia. The MSO is the only Australian orchestra partnered with UNITEL, the world's leading distributor of classical music programs for film, television and video.

The MSO regularly attracts great artists from around the globe; including Anne-Sophie Mutter, Lang Lang, Renée Fleming and Thomas Hampson, while bringing Melbourne's finest musicians to the world through tours to China, Indonesia, Europe and the United States.

The nation's first professional orchestra, the Melbourne Symphony Orchestra has been the sound of the city of Melbourne since 1906. The MSO was the first Australian orchestra to perform overseas (1965) and the first to debut at Carnegie Hall (1970).

From its home at Hamer Hall, Arts Centre Melbourne, to free summer concerts at Melbourne's largest outdoor venue, the Sidney Myer Music Bowl, to its Secret Symphony performances at unique inner-city locations, the MSO inspires a broad range of audiences with more than 160 concerts a year.

Committed to shaping and serving the city it inhabits, the MSO regularly reaches beyond the customary classical audience by collaborating with artists such as Sting, Professor Brian Cox, Nick Cave & Warren Ellis, Flight Facilities, Kate Miller-Heidke, Tim Minchin and Laura Mvula.

As a national ambassador for the arts and a champion of music education, the MSO campaigns for the rights of all people to access and learn music. Boasting carefully curated learning programs, a regional touring schedule, accessible concerts and free community events, the MSO provides opportunities for music lovers to be involved with the Orchestra, no matter their age or location.

The MSO's 2021 Artistic Family includes Chief Conductor Designate Jaime Martín, Principal Guest Conductor Xian Zhang, Principal Conductor in Residence Benjamin Northey, Conductor Laureate Sir Andrew Davis, Cybec Assistant Conductor Nicholas Bochner, Composer in Residence Paul Grabowsky AO, Cybec Young Composer in Residence Matt Laing and Ensemble in Residence Melbourne Ensemble.



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Position Description

Job Title	Engagement Lead	Date	October 2021
Department	Learning, Engagement & Innovation (LEI)	Reports to	Senior Manager of Learning, Engagement & Innovation
Location	MSO Southbank Office or Remotely	Role Status	Full time, fixed term to 31 December 2022

1. POSITION PURPOSE

The MSO has six goals that guide its work in the Learning, Engagement & Innovation (LEI) area:

1. Create **inspirational** learning experiences, complementing formal learning;
2. **Champion** teachers and give them the tools to advocate for music education;
3. Ensure that MSO is an orchestra **for all** Victorians;
4. **Connect** with new and diverse audiences;
5. **Enhance** the audience experience; and
6. **Nurture** the next generation of Australian musicians through collaboration.

This role will work as part of the LEI department to achieve these goals with a specific focus on 4, 5 and 6 by managing the MSO's Audience Engagement & Young Artists programs, including:

- Regional Touring
- Music & Ideas series
- Ears Wide Open series
- First Nations Engagement
- Education Partnerships
- New initiatives as directed

And supporting:

- MSO Academy

The role is the key liaison for all areas of the Audience Engagement and Young Artists program both internally and externally. Working closely with the Senior Manager, Director and other members of the Learning, Engagement & Innovation team, the role requires close and constructive working relationships across all company departments, as well as with key external stakeholders.

Due to the nature of the role and the MSO's operating model, some evening and weekend work will be required. There will also be some required regional travel.

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2. MSO VALUES and BEHAVIOURS

Excellence	We are the best we can be, artistically and commercially.
Leadership	We lead by example as proud and passionate advocates of our art form and our people, in Australia and on the global stage.
Innovation	We are creative and seek new ways to inspire and engage our stakeholders.
Collaboration	We are one orchestra, and work cohesively with our partners and communities to achieve our goals.
Respect	We respect all those with whom we interact. We are ethical, honest, and transparent.
Integrity	We will be open and honest, reliable and respectful, and ethical at all times.
Accountability	We are responsible and accountable.
Diversity	We reflect the diversity of our stakeholders to remain relevant, vibrant and inclusive, and engage all aspects of the Victorian community we represent.

3. DIMENSIONS and WORKING RELATIONSHIPS

Reports to	<ul style="list-style-type: none">• Senior Manager of Learning, Engagement & Innovation
Direct Working Relationships	<ul style="list-style-type: none">• MSO LEI, Media, Operations, Marketing, Philanthropy, HR, Finance and Artistic Planning departments• Other departments and stakeholders as appropriate/required• MSO Musicians• Guest presenters and panellists• Regional Stakeholders

4. MAJOR RESPONSIBILITY AREAS

- Project manage the planning of the MSO Regional Touring program;
- Lead on programming and delivery of the MSO Music and Ideas series;
- Project Manage the planning and delivery of the MSO Ears Wide Open (EWO) Series;
- Support the development, planning and delivery of MSO First Nations engagement activity;
- Manage MSO Education Partnerships;
- Support the management and delivery of the MSO Academy.

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5. KEY RESULT AREA	MAJOR ACTIVITIES .
Project Manage the MSO Regional Touring program	<ul style="list-style-type: none">• Work with the Director and Senior Manager to program regional touring activity in line with organisational and departmental strategy;• Project Manage the delivery of the Regional Touring Program including establishing and managing an internal, inter-departmental working group;• Collate essential data and deliver reporting on and evaluation of the Regional Touring program;• Support fundraising and philanthropic activity in support of the Regional Touring program.
Lead on programming and delivery of the MSO Music and Ideas program	<ul style="list-style-type: none">• Work with the Director and Senior Manager to program the Music and Ideas series;• Project Manage the planning and delivery of the series working closely with Media, Marketing and Production personnel;• Collate essential data and deliver reporting and evaluation of the Music and Ideas series.
Project Manage Planning and Delivery of the MSO EWO series	<ul style="list-style-type: none">• Work with the Director and Senior Manager to program the MSO Ears Wide Open series;• Support the EWO Presenters in developing content for the series;• Support the delivery of each EWO event working closely with the Media, Marketing, Production and Orchestral Management Teams.
Support the planning, development and delivery of First Nations engagement activity	<ul style="list-style-type: none">• Work with the Director and Senior Manager to realise the MSO First Nations Engagement Strategy including the development, planning and delivery of engagement programs for emerging artists and communities.
Manage MSO Education Partnerships	<ul style="list-style-type: none">• Act as key liaison for MSO's Education Partners including AYO, MYO, ANAM and Melbourne University Project Manage the planning, delivery and evaluation of Education Partnership activity. Explore and cultivate new relationships as required.

6. DECISION MAKING AUTHORITY

The position is responsible for planning, administering and delivering the program and has authority to take charge and respond to all issues that arise including oversight of on-site delivery. Program management will be undertaken in collaboration with the Director and Senior Manager of Learning, Engagement & Innovation who will provide support with budgeting, staffing and high-level stakeholder engagements and other relevant activities.

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7. ESSENTIAL CRITERIA

- Relevant qualifications in arts, music or education;
 - A minimum of 2 years' experience in an equivalent or related role;
 - Outstanding administrative skills with the strong ability to work with initiative and coordinate concurrent record keeping and program-related operational processes;
 - Experience in engagement program support/delivery within an arts environment;
 - Well-developed communication, public speaking and writing skills;
 - Computer and database literacy and reporting skills;
 - Well-developed time and project management skills, including the ability to prioritise and balance attention to detail with broader strategic thinking;
 - Well-developed stakeholder management skills;
 - Confidence in managing and supporting the work of team members;
 - A current valid Victorian Working With Children Check (WWCC), or the ability to obtain one.
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8. DESIREABLE CRITERIA

- A passion and enthusiasm for classical music and the arts;
 - A mature understanding of First Nations history and current affairs;
 - A background in artistic and cultural community engagement;
 - Proficiency in the use of Tessitura and Arts Vision software;
 - Clean driver's license.
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9. PERSONAL CHARACTERISTICS

- Ability to act as a polished, compelling and articulate ambassador for the MSO and its endeavours, especially in relation to LEI department activities and priorities;
 - Ability to create and maintain strong working relationships – both internal and external to the MSO;
 - Exceptional time management skills, attention to detail and an ability to balance multiple priorities and stakeholders;
 - Ability to work autonomously and within a team as required;
 - Display initiative and drive to self-motivate and to motivate others;
 - Energy, creativity and original thinking, and the ability to relate to both audiences and stakeholders in a respectful, engaging and constructive manner.
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10. POSITION DESCRIPTION MAINTENANCE

Date of last review	October 2021
Conducted By:	Director of Learning, Engagement & Innovation
Date for next review:	December 2022

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Recruitment Process

This is an excellent time to be joining the MSO and a fantastic opportunity for a passionate arts and education professional. Working closely with a small but dedicated team, this role will be well-suited to someone looking to make a positive contribution to a much-loved cultural icon of Melbourne and Australia.

Please also note that it is a requirement that the successful candidate will have received both doses of the COVID-19 vaccination, unless they have a medical or other approved exemption. Please contact Human Resources if there are any questions or concerns regarding this.

Key dates

Applications close 9am, 28 October 2021.

How to apply

To apply please forward a covering letter, current resume, and document addressing each of the selection criteria, with the subject line Schools and Family Lead application – YOUR NAME, to:

Michael Stevens, Human Resources Coordinator

Email: jointheteam@mso.com.au

Only shortlisted candidates will be contacted.

Contact

For further confidential conversation about this opportunity please contact during business hours:

Jennifer Lang

Senior Manager, Learning, Engagement and Innovation

Email: langj@mso.com.au
