

MSO

External Affairs Lead Grants and Reporting

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	External Affairs Lead – Grants and Reporting	Date	October 2021
Department	Philanthropy & External Affairs	Reports to	Head of External Affairs
Location	MSO Southbank Offices (subject to work from home directives)	Role Status	Fixed Term 12-month Contract Full Time

1. POSITION PURPOSE

The **External Affairs Lead – Grants and Reporting** provides a critical role in achieving sustainable revenue growth as part of the MSO's annual philanthropy and external affairs revenue target through successfully managing the MSO's grants portfolio, including philanthropic Trusts and Foundations as well as government grants.

The role is also responsible for annual reporting to government funding partners on annual KPIs, strategic outcomes and impact, and assisting with stakeholder cultivation, stewardship and events.

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.

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3. DIMENSIONS and WORKING RELATIONSHIPS

Reports to	<ul style="list-style-type: none">• Head of External Affairs
Direct Working Relationships	<p>Internal working relationships</p> <ul style="list-style-type: none">• MSO Philanthropy Team• MSO Administrative team• MSO Musicians• MSO Leadership and Senior Management across Finance, Artistic Operations, Learning Engagement and Innovation, and Partnerships <p>External working relationships</p> <ul style="list-style-type: none">• Trusts & Foundations• Private and Public Funds• Government Departments and Funds• Core Funding Partners – Australia Council and Creative Victoria• Philanthropic bodies

4. MAJOR RESPONSIBILITY AREAS

The main responsibilities of the External Affairs Lead – Grants and Reporting include:

- Research, prospect, secure and service funding relationships with Trusts, Foundations and Government funding partners to achieve the department's financial targets;
- Oversee all annual reporting and acquittal processes for government and trusts and foundations in partnership with internal and external stakeholders;
- Assist with the department's stakeholder cultivation, stewardship and events.

5. KEY RESULT AREA MAJOR ACTIVITIES .

Grants and reporting	<p>Develop and manage the philanthropic and government grants application strategy with regard to the MSO's strategic funding priorities, and education, access and touring initiatives, including:</p> <ul style="list-style-type: none">• Develop and manage the timely application and reporting process and schedule for Trusts and Foundations and government funders;• Develop and maintain the department's acknowledgment schedule to ensure key funders and supporters are appropriately recognised in relevant MSO communications;• Actively identify and secure new funding opportunities from Trusts and Foundations and government bodies;• Develop, cultivate and successfully manage stakeholder relationships with current and new Trusts and Foundations and government partners to maximise engagement and ongoing renewal of funding arrangements;• Oversee and monitor the revenue and expenditure of Trusts and Foundations and government grants communications to ensure accurate forecasting of the Trusts and Foundations/government revenue and expenditure budgets according to the MSO's financial targets, policies and procedures.
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5. KEY RESULT AREA		MAJOR ACTIVITIES cont.
General		<ul style="list-style-type: none">• Actively participate in all activities of the Philanthropy and External Relations team;• Support the Philanthropy and External Affairs team in creating content and suitable correspondence to drive engagement with stakeholders;• Support the Head of External Affairs with key advocacy initiatives;• Upon return to live audience events, attend and host at MSO events including stakeholder drinks and post-performance functions, patron functions, private rehearsals and regional tour-related events where appropriate;• Work effectively in the use of the MSO's application of Tessitura;• Manage additional administrative tasks as required.
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 (OHS) risks are minimised through awareness and appreciation of safe working practices.
Other		<ul style="list-style-type: none">• Assist with general administrative and stakeholder activities/projects within the department as required during peak activity periods, from time to time.

6. DECISION MAKING AUTHORITY

The position holder works under the general direction of the Head of External Affairs, however while this position is on maternity leave in 2021, this position reports to the Director of Philanthropy and External Affairs.

7. ESSENTIAL CRITERIA

- Outstanding written and verbal communication skills with a highly-developed capability to communicate the MSO value proposition to a diverse audience of funding bodies;
 - Demonstrated grant writing experience and success;
 - Existing relationships with trusts and foundations and/or government;
 - Outstanding relationship development and stakeholder management skills;
 - Able to take direction from project owners and deliver to deadlines;
 - Able to work in partnership with a diversity of teams, including the Artistic Planning and Learning, Engagement and Innovation teams;
 - Demonstrated proficiency in using Excel, or other similar software programs;
 - Strengths in navigating data and CRM databases (Tessitura experience would be an advantage);
 - The ability to deliver outstanding results with competing priorities in a high-paced environment;
 - A current Working With Children Check (WWCC) or the ability to obtain one;
 - Be fully vaccinated against COVID-19, unless holding an authorised or approved exemption.
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8. DESIREABLE CRITERIA

- Exceptional attention to detail, combined with strong organisational skills and an ability to take into account broader strategic considerations;
 - Lateral thinking, perseverance and initiative;
 - A naturally collaborative and approachable interpersonal style;
 - A mature, balanced and resilient demeanour;
 - The ability to balance multiple competing priorities in a calm, logical and outcome-oriented way;
 - Commitment to a standard of design and technical accuracy;
 - An appreciation for the arts/orchestral music;
 - Online and digital literacy skills including proficiency in office software and digital communication software with the interest in learning new platforms
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9. POSITION DESCRIPTION MAINTENANCE

Date of last review	October 2021
Conducted By:	Director of Philanthropy and External Affairs
Date for next review:	As required

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Recruitment Process

This is an excellent time to be joining the MSO. Working closely with a small but dedicated team, this role will be well-suited to someone looking to make a positive contribution to the MSO, 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, Friday 5 November 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 External Affairs 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:

Suzanne Dembo

Director, Philanthropy and External Affairs

Email: dembos@mso.com.au
