

Melbourne Symphony Orchestra

POSITION DESCRIPTION

Job Title	Jams Program Coordinator	Date	February 2025
Department	Artistic Operations	Reports to:	Head of Learning and Engagement
Location	Melbourne	Role Status:	Part time (FTE 0.4), fixed term to December 2025

1. POSITION PURPOSE

The role is the key liaison for all areas of the Jams for Juniors and Jams in Schools programs, internally and externally, including managing the week-to-week operational delivery. Working closely with the Head of Learning and Engagement and the Artistic and Engagement Manager, the role requires close and constructive working relationships across all company departments, as well as key external stakeholders.

Due to the nature of the role and MSO's operating model, a flexible roster involving weekend work will apply.

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	Head of Learning of Engagement
Direct Working Relationships	<ul style="list-style-type: none">▪ Artist-in-residence for Learning and Engagement▪ Artistic and Engagement Manager▪ Musicians▪ Orchestra Management▪ Production▪ Box Office▪ Auslan Interpreter

4. MAJOR RESPONSIBILITY AREAS

The main areas of responsibility include:

- Operational delivery of Jams in Schools
- Operational delivery of Jams for Juniors

5. KEY RESULT AREA	MAJOR ACTIVITIES
<p>Operational delivery of Jams in Schools</p>	<p>This role works with the Head of Learning and Engagement and the Artistic and Engagement Manager to deliver the Jams in Schools program and serves as the MSO’s representative at all events.</p> <ul style="list-style-type: none"> Communicate with schools including recruitment, scheduling, and logistics Liaise with Artist in Residence regarding scheduling, repertoire, musician booking and logistics Coordinate production of learning resources and distribution to schools Management of musicians including booking, distribution of schedules and music Oversight of performance delivery including artist liaison, orchestra management and production supervision Maintenance of Jams in Schools databases Ensure ChildSafe compliancy
<p>Operational delivery of Jams for Juniors</p>	<p>This role works with the Head of Learning and Engagement to deliver the Jams for Juniors program and serves as the MSO’s representative at all events.</p> <ul style="list-style-type: none"> Liaise with Artist in Residence regarding musician booking and logistics Management of musicians including booking, distribution of schedules and music Oversight of performance delivery including artist liaison, orchestra management and production supervision

6. DECISION MAKING AUTHORITY

The position is responsible for administering, delivering and evaluating 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 Head of Learning & Engagement who will provide support with budgeting, staffing and high-level stakeholder engagements and other relevant activities.

7. ESSENTIAL CRITERIA

- A genuine passion and enthusiasm for classical music and the arts;
- A current Working With Children Check or ability to obtain one
- Minimum 12 months' experience in an arts environment
- Outstanding administrative skills with the strong ability to work with initiative and coordinate concurrent record keeping and program-related operational processes
- Well-developed communication skills
- Computer and database literacy and reporting skills
- Well-developed time and project management skills
- Well-developed stakeholder management skills
- Flexibility to work outside of normal hours e.g. weekends
- Clean Driver's Licence (manual preferred)

8. DESIRABLE CRITERIA

- Experience in learning program support/delivery within an orchestral/arts environment
- Proficiency in the use of Arts Vision software

9. PERSONAL CHARACTERISTICS

- Ability to act as a polished ambassador for the MSO Jams' programs
- 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
- Ability to relate to both audiences and stakeholders in a respectful, engaging and constructive manner

10. POSITION DESCRIPTION MAINTENANCE

Date of last review:	March 2025
Conducted By:	Head of Learning and Engagement
Date for next review:	As required