

## POSITION DESCRIPTION

<b>Job Title</b>	MSO +Producer	<b>Date</b>	2 <sup>nd</sup> December 2025
<b>Department</b>	MSO+	<b>Reports to</b>	Creative Director MSO+
<b>Location</b>	MSO Southbank Offices	<b>Role Status</b>	Full Time / Ongoing

### 1. POSITION PURPOSE

The MSO+ Producer plays a key operational role in coordinating and delivering MSO+ programs. The position manages projects from planning through to delivery, providing organised administrative, scheduling and financial support, and ensuring clear communication with artists, internal teams and external partners. The role enables the Creative Director's vision by translating creative concepts into practical delivery, managing timelines, logistics and resources to ensure MSO+ initiatives run smoothly.

The position coordinates MSO+ projects from concept to completion, working collaboratively across the organisation and with musicians and stakeholders. It balances hands-on delivery with efficient project administration, supporting strong planning, communication and workflow across the MSO+ portfolio.

### 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 & celebrate our unifying love of music, fostering understanding and belonging.

### 3. DIMENSIONS and WORKING RELATIONSHIPS

Reports to	Creative Director, MSO+
Direct Working Relationships	<ul style="list-style-type: none"> <li>• Creative Director, MSO+</li> <li>• MSO Development Team</li> <li>• Learning &amp; Engagement Team</li> <li>• Director of Orchestra &amp; Production</li> <li>• Finance and People &amp; Culture teams</li> <li>• Musicians and external artists</li> <li>• Administrative and Artistic Operations teams</li> </ul>

### 4. MAJOR RESPONSIBILITY AREAS

#### Artistic Program Strategy & Leadership

- Collaborate with the Creative Director in developing MSO+ programs, ensuring alignment with the company's artistic vision and engagement strategy.
- Lead the planning and delivery of MSO+ initiatives, translating creative concepts into operational plans.

- Provide support on artistic program development in collaboration with musicians and external partners.
- Provide day-to-day administrative support to the Creative Director including assisting with the preparation of Board, Committee and stakeholder papers, agendas, and reports.
- Assist the Head of Learning and Engagement in programming and delivery of community events.

#### **Project Management & Operational Delivery**

- Oversee end-to-end project management, including timelines, budgets, contracts, and stakeholder communication.
- Coordinate rehearsals, performances, workshops, travel and accommodation for MSO+ projects and community engagement activities.
- Maintain detailed project documentation, schedules, and reports for internal and external stakeholders.
- Manage operational or artistic challenges to ensure seamless delivery.

#### **Financial Oversight & Resource Management**

- Develop, monitor, and manage project budgets, ensuring responsible financial practice in collaboration with the Creative Director.
- Track expenditures, manage invoices, and maintain financial records in collaboration with Finance Team.
- Support fundraising initiatives by providing program documentation and maintaining donor/project records.

#### **Stakeholder Engagement & Team Collaboration**

- Act as the primary liaison for MSO+ projects, building strong relationships with artists, partners, and community groups.
- Foster cross-department collaboration to achieve cohesive program delivery.

Develop and support engagement activities with community groups, partners, and musicians.

5. KEY RESULT AREA	MAJOR ACTIVITIES
<b>Program Management</b>	<ul style="list-style-type: none"> <li>• Successful delivery of MSO+ programs</li> <li>• Efficient and accurate delivery of administrative support</li> <li>• Evidence of creative innovation and continuous improvement</li> </ul>
<b>Budget and Funding</b>	<ul style="list-style-type: none"> <li>• Accurate and accountable financial and project management.</li> <li>• Timely invoice processing and approvals for our Finance Team</li> </ul>
<b>Teamwork</b>	<ul style="list-style-type: none"> <li>• Effective communication and collaboration with internal and external stakeholders.</li> <li>• Strong Collaboration with the Creative Director MSO+</li> </ul>

6. DECISION-MAKING AUTHORITY
<ul style="list-style-type: none"> <li>• Strategic decisions regarding program design and artistic direction are made in collaboration with the Creative Director.</li> <li>• Responsible for planning, administering, and evaluating MSO+ programs, with authority to resolve operational issues.</li> </ul>

7. ESSENTIAL CRITERIA
<p><b>Education and Qualifications</b></p> <ul style="list-style-type: none"> <li>• Relevant tertiary qualifications in music, arts management, or related discipline, or equivalent professional experience.</li> </ul> <p>Deep knowledge of orchestral/chamber music repertoire and performance practices.</p> <p><b>Knowledge and Demonstrated Experience</b></p> <ul style="list-style-type: none"> <li>• Proven experience in arts administration, project management, or producing, including delivering complex programs on time and on budget.</li> <li>• Experience in working closely with musicians and artists to develop artistic vision.</li> </ul>

- Strong organisational, problem-solving, and time management skills.
- Excellent interpersonal, communication, and negotiation skills.
- Proficiency in Microsoft Office 365, databases, and financial systems

#### **Skills Required**

- Strong organisational skills, including the ability to prioritise tasks, manage resources effectively, and deliver work on schedule and within budget.
- Excellent communication and interpersonal skills, with the capacity to build productive working relationships across internal teams and external networks.
- High-level collaborative skills, demonstrating openness to creative input and the ability to facilitate inclusive artistic processes and translate artistic vision into operational plans
- Financial acumen, including budget development, financial accountability, and resource management.

### **8. DESIRABLE CRITERIA**

- Experience in a performing arts or orchestral organisation.
- Experience in cultural community engagement.
- Proficiency in the use of Arts Vision software.
- Understanding of First Nations history and cultural context.
- Passion for orchestral music

### **9. POSITION DESCRIPTION MAINTENANCE**

<b>Date of last review:</b>	December 2025
<b>Conducted By:</b>	People & Culture Lead
<b>Date for next review:</b>	As required