

# MSO

## Schools & Family 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.



# Melbourne Symphony Orchestra

## Position Description

---

<b>Job Title</b>	Schools & Family Lead	<b>Date</b>	October 2021
<b>Department</b>	Learning, Engagement & Innovation (LEI)	<b>Reports to</b>	Senior Manager of Learning, Engagement & Innovation
<b>Location</b>	MSO Southbank Office or Remotely	<b>Role Status</b>	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 1 and 2 by leading the MSO's Schools and Family Program, including:

- *The Pizzicato Effect*
- Melbourne Music Summit
- MSO for Schools/family concerts, incursions and open rehearsals
- Work Experience
- MSO Schools website
- MSO Online Classroom
- MSO Schools Side by Side
- New initiatives as directed

And overseeing:

- MSO Ignite
- Jams for Juniors

The role is the key liaison with teachers, teaching artists and music educators and a primary point of contact for all Schools and Families activities, 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 including the MSO Teacher Consultation Group.

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

---

# Melbourne Symphony Orchestra

## Position Description

---

### 2. MSO VALUES and BEHAVIOURS

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

<b>Reports to</b>	<ul style="list-style-type: none"><li>• Senior Manager of Learning, Engagement &amp; Innovation</li></ul>
<b>Line Manages</b>	<ul style="list-style-type: none"><li>• Schools and Family Program Coordinator</li><li>• <i>The Pizzicato Effect</i> Teaching Artists</li></ul>
<b>Direct Working Relationships</b>	<ul style="list-style-type: none"><li>• <i>The Pizzicato Effect</i> Teaching Artist Team Leader</li><li>• <i>The Pizzicato Effect</i> parents and students</li><li>• <i>The Pizzicato Effect</i> Teaching Artists</li><li>• <i>The Pizzicato Effect</i> Program Delivery Partners including Meadows Primary School, Second Bite and Bows for Strings</li><li>• MSO Teacher Consultation Group</li><li>• MSO LEI, Operations, Marketing, Philanthropy, HR, Finance and Artistic Planning departments</li><li>• Other departments and stakeholders as appropriate/required</li></ul>

### 4. MAJOR RESPONSIBILITY AREAS

- Develop MSO Schools Program Projects
- Project Management of the key elements of the MSO Schools and Families Program
- Occupational Health and Safety and legislative compliance/assurance (especially in relation to working with children)
- Relationship building and advocacy
- Team management

# Melbourne Symphony Orchestra

## Position Description

---

### 5. KEY RESULT AREA

#### MAJOR ACTIVITIES .

#### Develop MSO Schools Program Projects

- Work with the Senior Manager to develop schools performance programs and projects in line with the Director's, company and departmental strategy;
- Work with People and Culture and Finance to ensure appropriate management of budgets, contracts and payments etc;
- Act as the key point of contact for all schools and families stakeholders, both internally and externally;
- Develop, acquire and maintain appropriate feedback and footage of MSO schools and families events;
- Compile data for statistical reporting and acquittals, using Tessitura where required;
- Ensure the MSO and MSO Schools websites carry correct schools and families information at all times, working with Marketing and Box Office to ensure that the customer experience is effective and streamlined;
- Manage staff and volunteers involved in the delivery of *The Pizzicato Effect*.

#### Project Management of the key elements of the MSO Schools and Families Program

- Oversee the implementation, delivery and evaluation of all Schools and Families Program events and work with internal stakeholders on annual season build, promotion, planning and reporting.

#### Occupational Health and Safety legislative compliance / assurance

- Work with management, other team members and, where required, external stakeholders, to ensure that all OH&S risks are minimised through awareness and the application of safe working practices;
- Ensure compliance with legislative and best practice obligations in relation to working with children;
- Undergo First Aid training and regular training updates as necessary.

#### Relationship building and advocacy

- Act as a polished and professional advocate and ambassador for MSO and its Learning, Engagement & Innovation program;
- Establish and grow constructive, respectful relationships with key stakeholders;

#### Team Management

- Line manage the Schools Program Coordinator;
- Line manage *The Pizzicato Effect* Teaching Artist Team Leader;
- Manage *The Pizzicato Effect* volunteers.

### 6. DECISION MAKING AUTHORITY

The position is responsible for planning, 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 Senior Manager of Learning, Engagement & Innovation who will provide support with budgeting, staffing and high level stakeholder engagements and other relevant activities.

---

# Melbourne Symphony Orchestra

## Position Description

---

### 7. ESSENTIAL CRITERIA

- Relevant qualifications in arts, music or education;
  - Minimum 2 years experience in an equivalent or similar role;
  - Outstanding administrative skills with the strong ability to work with initiative and coordinate concurrent record keeping and program-related operational processes;
  - Experience in learning program support/delivery within an orchestral/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 member;
  - A current valid Victorian Working With Children Check (WWCC), or the ability to obtain one.
- 

### 8. DESIREABLE CRITERIA

- A passion and enthusiasm for classical music and the arts;
  - An understanding of Australian, Victorian and IB curricula and an ability to apply this to program design and implementation;
  - A background in musicianship or musical education would be very highly regarded;
  - Proficiency in the use of Tessitura and Arts Vision software.
- 

### 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.
- 

### 10. POSITION DESCRIPTION MAINTENANCE

<b>Date of last review</b>	September 2021
<b>Conducted By:</b>	Director of Learning, Engagement & Innovation
<b>Date for next review:</b>	December 2022

---

# Melbourne Symphony Orchestra

## 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](mailto: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](mailto:langj@mso.com.au)

---