

# ARTISTIC PLANNING MANAGER

**DEPARTMENT:** Artistic  
**REPORTS TO:** Director, Artistic Planning  
**DIRECT REPORTS:** Casual Artist Liaisons

## ROLE

The Artistic Planning Manager, in conjunction with the Director, Artistic Planning, is responsible for devising, planning and implementing the ASO's concert programming. This individual plays a key role in artistic planning and supports the Director, Artistic Planning in liaising with internal and external stakeholders to program and execute all concert-giving activities.

## RELATIONSHIPS

Working closely with the Director, Artistic Planning, the Artistic Planning Manager is responsible for cultivating and maintaining relationships with local, national and international artists, musicians, conductors, management companies, promoters and other external stakeholders. Internally, the Artistic Planning Manager is a key member of the Artistic team and will work collaboratively across all departments to plan, market and deliver concerts and ancillary events.

## SPECIAL REQUIREMENTS

- The position will require regular evening and weekend work to attend and support ASO concerts and events.
- Knowledge and appreciation of orchestral music combined with a strong enthusiasm for commercial activities, contemporary Australian music and culture.
- Prior to commencing employment, the preferred candidate is required to have satisfactorily met the requirements of a Working with Children Check.
- Ability to travel/tour with the orchestra (mainly within SA).

## PERSON SPECIFICATION

Detailed below are the qualifications, experience, knowledge, skills, and abilities identified for the position.

The essential criteria show the minimum essential requirements of the position. The desirable criteria outline additional attributes which would enable the successful candidate to perform the role more effectively; they are not essential but may be used to distinguish between applicants during the shortlisting process.

### Essential Criteria

- Tertiary qualification in music (or a role related field), OR relevant demonstrable equivalent experience.
- Significant experience within the arts sector or in a role related discipline.
- Working knowledge of the international classical music business.
- Accurate, concise writing skills and score reading capabilities.

- Demonstrated experience in communicating and effectively liaising with a broad range of stakeholders, solving problems ethically, constructively and sensitively.
- Sound understanding of project management ethos including budgeting for projects and events.
- Experience in managing budgets.
- The ability to effectively communicate and collaborate across departments to achieve shared organisational goals.
- Highly developed interpersonal and communication skills, both written and verbal, with an ability to tailor communications for specific artists, audiences and purposes.

**Desirable**

- Strong knowledge of the orchestral repertoire, artists and demonstrated experience in the industry's commercial sector is desirable.
- Possess energy, initiative and the capacity to deal with multiple and often conflicting priorities.
- Demonstrated excellent time management skills, including effective diary management and proven ability to coordinate and deliver multiple projects simultaneously.
- Ability to make business decisions under pressure and respond calmly to changing circumstances in a fast-paced environment.
- Strong IT skills including excellent knowledge of Microsoft suite, experience using orchestral management software and an ability to quickly learn new programs.

**POSITION INFORMATION:**

This position is being offered on a permanent full-time basis with a salary range of \$75,000-\$83,000. Copies of the position description are available upon request via [employment@aso.com.au](mailto:employment@aso.com.au).

**HOW TO APPLY:**

Qualified candidates are encouraged to submit a current Cover Letter and CV in one document, outlining your suitability, to the attention of Rachel Grant, People and Culture Manager. Please note that applications submitted without a Cover Letter will not be considered. Applications or queries can be submitted via email to Rachel at [employment@aso.com.au](mailto:employment@aso.com.au).

[Applications will close at 5pm on Sunday 15 December 2024.](#)

**Interviews will commence as applications are received.**

***The ASO invites applications from all qualified candidates with current working rights in Australia.***