

ARTISTIC COORDINATOR

DEPARTMENT: Artistic
REPORTS TO: Artistic Planning Manager and Learning and Community Programs Manager, with dotted line reporting to Director of Artistic Planning
DIRECT REPORTS: N/A

ROLE

Coordinate and support administrative and concert output across the artistic team, including learning and community activities.

RELATIONSHIPS

The Artistic Coordinator will work closely with the Artistic Planning Manager and Learning and Community Programs Manager, and wider Artistic team. The role will also liaise with the wider ASO team, Musicians, and external stakeholders, including artist management companies and third parties. This role must work collaboratively with all departments to effectively plan, market and deliver events.

SPECIAL REQUIREMENTS

- The position will require regular evening and weekend work to attend and support ASO events and performances.
- Knowledge and appreciation of orchestral music.
- 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

- Experience providing efficient and effective coordination and administration.
- Strong interpersonal skills, including the ability to communicate with a broad and diverse range of artists.
- Knowledge and understanding of music education practices, and current community engagement trends and programs.

- Demonstrable knowledge of Microsoft suite, experience using a customer relations database and orchestral management software or an ability to quickly learn new programs.
- Demonstrable relevant experience working within an Arts organisation.
- Knowledge of the orchestral repertoire and the classical music business.
- Highly developed written and oral communication skills, with an ability to tailor communications for specific artists, audiences and purposes.
- Ability to work collaboratively and flexibly.

Desirable

- Score reading capabilities are desirable.

POSITION INFORMATION:

This position is being offered full-time (1FTE) on a two-year fixed term contract basis with a salary range of \$65,000-\$70,000. Copies of the position description are available upon request via employment@aso.com.au.

HOW TO APPLY:

Qualified candidates are encouraged to submit a current Cover Letter and CV in one PDF 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.

[Applications will close at 5pm on Sunday 23 March 2025.](#)

Interviews will commence as applications are received.

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