

ACTING ARTISTIC COORDINATOR

Fixed Term Contract

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 Acting 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

We're interested in hearing from people who are proactive, organised and adaptable, and have a genuine interest in orchestral music. Strong communication skills, and a warm, professional approach will build relationships across the organisation with musicians and administration colleagues, guest artists and external partners.

The successful candidate will bring:

- Experience providing efficient coordination and administrative support.
- Excellent organisational skills and the ability to prioritise multiple tasks and meet deadlines.
- Strong written and verbal communication skills.
- Confidence using Microsoft Office and the ability to learn new systems quickly.
- Experience in an arts organisation or similar environment.
- Knowledge or appreciation of orchestral repertoire and the classical music sector.
- A collaborative, flexible and solutions-focused approach.

POSITION INFORMATION:

This position is being offered on a on a full-time (1FTE), fixed term contract from July 2026 to July 2027, to cover a secondment due to parental leave. The full-time equivalent salary range is \$65,000-\$74,000 per annum. Copies of the position description are available upon request via employment@aso.com.au.

HOW TO APPLY:

Please submit a one-page expression of interest outlining your suitability for the role, saved as a PDF and addressed to Rachel Grant, People and Culture Manager. Expressions of interest and queries can be emailed to Rachel at employment@aso.com.au.

Applications close: 5pm, Sunday 26 July 2026.

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