



OPERATIONS COORDINATOR

Melbourne Youth Orchestras' Purpose

Melbourne Youth Orchestras' (MYO's) purpose is to enrich young lives through the power of music. We have been doing this for over 50 years through an inspiring and challenging music program that enables young people to be the best musicians they can, be and builds their confidence both as performers and as future leaders in the community. MYO is recognized as one of Australia's leading centres for ensemble music-making and training.

Role Objectives

Reporting to the Operations Manager, the Operations Coordinator supports the delivery of MYO's annual schedule of activities. This role assists with the effective and efficient delivery of rehearsals, events and tours, particularly with regard to venue, technical production, library and logistical requirements.

Under the direction of the Operations Manager, the Operations Coordinator works closely with the entire MYO team, to help ensure the organisation's programs are presented to the highest standards. This includes the set-up and pack-down of rehearsal and concert venues, supervision of bump-ins and bump-outs, music library duties, music reporting and licencing, administrative and IT support, and other duties as directed by the Operations Manager.

The Operations Coordinator may be required to act as an Ensemble Coordinator on occasion.

In addition to four administrative days per week (Tuesday – Friday), the Operations Coordinator oversees the regular operational requirements of Melbourne Youth Orchestras' Saturday Ensemble Program, ensuring rooms are adequately set up and packed down, music is distributed and the logistical needs of each ensemble are fulfilled.

The position will also require evening work at concerts and special events. All MYO employees are required to undergo and maintain current Victorian Working with Children checks.

Child Protection Policy

MYO is committed to promoting and protecting the safety and well-being of all children. We have zero tolerance for child abuse. Everyone working at MYO is responsible for the care and protection of children and reporting information about child abuse. The incumbent is required to take an active role in understanding, contributing to and complying with MYO's Child Protection Policy, Child Safety Code of Conduct and Child Safety Procedures.

Specific Roles and Responsibilities

Logistics

- Liaise with MYO team, ensemble staff and venues to ensure effective planning and smooth running of MYO programs and events
- Compile and distribute standard operations communications including weekly bulletins, rooming schedules, run sheets and event briefs to program and events staff
- In tandem with Operations Manager, plan and run concerts and events
- Compile and distribute accurate stage plans, based on program repertoire and instrumentation
- Arrange instrument loans to students
- Oversee the ongoing care and maintenance of musical instruments including ensuring that storage areas are neatly organised at all times
- Organise venue signage, security, information packs, and student and staff information for MYO programs and events

- Coordinate all staff and artist travel and accommodation requirements
- Deputise for the Operations Manager when required
- Act as ensemble coordinator as required

Music Library

- Ensure that print music resources required by MYO are procured in a timely manner, distributing music and practice parts and maintaining records of all music used
- Scan music for practice parts and prepare music folders
- Ensure accurate inventories are maintained for incoming music hire and purchases, unpack and dispatch music after performances
- Ensure that the music library is always maintained in a clean and tidy state
- Ensure that the music library database is maintained and up to date
- Ensure timely and accurate music reporting and licensing

Administration

- Undertake the booking of operational assistance as required in consultation with the Operations Manager
- Complete administrative tasks – answering phones, email and written correspondence as required, processing invoices
- Assist with the maintenance of accurate database records on students, staff and assets
- Attend to the operational needs of the MYO Office such as booking and liaising with contractors and ensuring routine annual tasks are carried out, e.g. testing and tagging
- Attend scheduled staff meetings, carry out other duties, as may be requested to ensure the success of MYO programs
- Other duties as directed by the Operations Manager

SELECTION CRITERIA

Essential

- Experience working in operations, facilities or technical production in a similar role
- A high level of musical literacy including the ability to read orchestral scores, and prepare music for rehearsals, performances and auditions
- Outstanding written and verbal communication skills with fine attention to detail
- Exceptional interpersonal skills including the ability to build relationships with a wide variety of customers including students, parents, contractors, staff and management/board
- The ability to plan and supervise orchestral rehearsals and bump-in / out requirements for concerts and events
- A high level of initiative and a willingness to pitch in and ensure that rehearsal and concert requirements are met on time

Desirable

- Tertiary qualifications in music/arts administration or equivalent relevant experience
- A familiarity with and interest in youth music education and performing arts in Australia

Applications

This is a full-time position to be worked Tuesday to Saturday during teaching periods and Monday to Friday at other times. Significant out-of-hours work is required with corresponding time off in lieu accrued.

Applications should be submitted to recruitment@myo.org.au, including a cover letter and resume.

Applications must be submitted to recruitment@myo.org.au by 5pm on Monday 19 August 2024. Late applications will not be considered.

Melbourne Youth Orchestras may interview and appoint any suitable candidates prior to the end of the advertised recruitment period. Interested parties are encouraged to apply early.

Enquiries can be made to Sarah Clark, Operations Manager, sarahc@myo.org.au or (03) 9376 8988