Fine Arts and Music  
Artistic Operations (Programs and Operations)

Orchestral Assistant

POSITION NO 0061672

CLASSIFICATION UOM 4

SALARY $74,943 – $78,476 p.a.

SUPERANNUATION Employer contribution of 17%

WORKING HOURS Full-time (1 FTE)

BASIS OF EMPLOYMENT Continuing

OTHER BENEFITS https://about.unimelb.edu.au/careers/staff-benefits

HOW TO APPLY Online applications are preferred. Go to http://about.unimelb.edu.au/careers, select the relevant option (‘Current Opportunities’ or ‘Jobs available to current staff’), then find the position by title or number.

CONTACT FOR ENQUIRIES ONLY Edwina Dethridge
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Please do not send your application to this contact

For information about working for the University of Melbourne, visit our website: about.unimelb.edu.au/careers
Acknowledgement of Country

The University of Melbourne acknowledges the Traditional Owners of the unceded land on which we work, learn and live: the Wurundjeri Woi Wurrung and Bunurong peoples (Burnley, Fishermans Bend, Parkville, Southbank and Werribee campuses), the Yorta Yorta Nation (Dookie and Shepparton campuses), and the Dja Dja Wurrung people (Creswick campus).

The University also acknowledges and is grateful to the Traditional Owners, Elders and Knowledge Holders of all Indigenous nations and clans who have been instrumental in our reconciliation journey.

We recognise the unique place held by Aboriginal and Torres Strait Islander peoples as the original owners and custodians of the lands and waterways across the Australian continent, with histories of continuous connection dating back more than 60,000 years. We also acknowledge their enduring cultural practices of caring for Country.

We pay respect to Elders past, present and future, and acknowledge the importance of Indigenous knowledge in the Academy. As a community of researchers, teachers, professional staff and students we are privileged to work and learn every day with Indigenous colleagues and partners.

Position Summary

Reporting to the Orchestral Coordinator, and under the general management of the Artistic Operations Manager, the Orchestral Assistant will assist with the delivery of Melbourne Conservatorium of Music’s Symphonic Ensembles program, with a particular focus on providing personnel, administrative and operational support to the University of Melbourne Symphony Orchestra and Wind Symphony, Philharmonic Orchestra and Concert Band, as well as providing assistance to the Orchestral Coordinator, Production Coordinator and other team members of the Artistic Operations and wider Programs and Operations team. Presentation of the program is consistent with that of a professional ensemble.

1. Key Responsibilities

1.1 OPERATIONAL SUPPORT

- Oversee orchestral and wind band rehearsals, facilitating set up/pack down, room preparation, music distribution, supporting students and staff as required.
- Attend all concerts and assist with concert staging requirements with Orchestral and Production Coordinators, and any other event aspects as delegated.
- Work with the Orchestral Coordinator, Production Coordinator and other staff to finalise production, logistical and technical arrangements.
- Maintain personnel and attendance lists for each ensemble and relay any issues to the Orchestral Coordinator.
- Reconfirm room bookings and plan room usage for the week.
- Deputise for the Orchestral Coordinator as required.
- Gather packing lists especially around percussion, harps etc in conjunction with Production Coordinator.
Be a point of contact for Symphonic Ensemble students.
Audition assistance including preparation of excerpt information packs.
Complete event reports and any post-event issues are followed up.
Support Stage Management operations in Orchestral Concerts as directed.
Assist with any travel arrangements for guest artists as necessary.
Provide assistance on other Faculty events if required.
Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 5.

1.2 ADMINISTRATION AND OFFICE SUPPORT

- Assist with music part and score procurement, and prepare and disseminate to all players including bowing arrangements.
- Source and purchase equipment, domestic provisions or other event related items.
- Add relevant information to team data platforms i.e Priava, Airtable etc.
- Book Facilities Assistants to assist with room set-ups.
- Administrative assistance including arranging courier jobs, postage and any ad-hoc payments to students.
- Send ad-hoc communications to students, staff and other event personnel and respond to enquiries and registrations regarding the subject, auditions etc.
- Collate repertoire, program notes and personnel information to assist with the promotion of events and producing printed concert programs.
- Provide necessary information to venues if required (i.e stage door lists, dressing room requirements).
- Administrative support for other mid-sized ensembles as directed.

2. Selection Criteria

2.1 ESSENTIAL

- Knowledge of orchestral and/or wind band operations and the ability to read music.
- Demonstrated organisational and administrative skills with the ability to plan, coordinate, document and carry out tasks and projects through to completion
- Experience working for a performing arts or events organisations
- Highly developed interpersonal, written and verbal communication skills, a proficient telephone manner, and the ability to effectively provide information to a broad range of people
- Demonstrated commitment to providing excellent service to students and staff
- Ability to work collaboratively in a team and independently
- Ability to prioritise workload and achieve multiple deadlines

2.2 DESIRABLE
Knowledge of classical music repertoire

2.3 OTHER JOB RELATED INFORMATION

- The 7.25hr day for this role generally takes place between the hours of 11:00 and 19:30 depending on the schedule of work, and this will be discussed with the incumbent.
- This position requires the incumbent to hold a current and valid Working with Children Check.

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

This position reports to the Orchestral Coordinator, as well as receiving direction from the Production Coordinator and Artistic Operations Manager. The incumbent will work closely with the Head of Orchestral Studies, Head of Wind Bands, and Heads of Instrumental Departments. The incumbent will be required to liaise with administration, technical staff and academic staff on a regular basis.

The incumbent will also be responsible for prioritising their own tasks and resolving problems independently as they relate to the day-to-day running of the activities that they are responsible for. A measure of pro-activeness is expected.

3.2 PROBLEM SOLVING AND JUDGEMENT

Proven ability to meet deadlines, problem-solve, negotiate, use initiative, source information and resources within tight timeframes is required.

The incumbent is expected to demonstrate initiative in finding solutions, as well as judgement about when to seek further advice.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

An ability to demonstrate a clear understanding of the University and the function and structure of the Faculty is essential. The incumbent is expected to develop and apply a detailed knowledge of the University’s policies and procedures, as well as industry standard practices gained through professional expertise and acquired knowledge.

3.4 RESOURCE MANAGEMENT

The incumbent is responsible for managing their own time to meet defined outcomes. The position does not have any budgetary or formal staff supervision responsibilities but will be responsible for supervising certain tasks within teams.

3.5 BREADTH OF THE POSITION

The incumbent is responsible for a variety of tasks requiring administrative skills. The position requires effective liaison with both academic and professional staff.

The responsibilities of the position are reasonably broad and varied requiring the appointee to liaise with a wide range of people by telephone, email, and in person.
The diversity of the responsibilities demands flexibility, the ability to work autonomously, and effective collegial attributes.

4. **Equal Opportunity, Diversity and Inclusion**

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion, and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the Advancing Melbourne strategy that addresses diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people’s age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence and reach the targets of Advancing Melbourne.

5. **Occupational Health and Safety (OHS)**

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

https://safety.unimelb.edu.au/people/community/responsibilities-of-personnel

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

6. **Other Information**

6.1 **ORGANISATION UNIT**

Further information on the Faculty of Fine Arts and Music can be found:


6.2 THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia’s premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Further information about working at The University of Melbourne is available at http://about.unimelb.edu.au/careers

6.3 ADVANCING MELBOURNE

The University’s strategic direction is grounded in its purpose. While its expression may change, our purpose is enduring: to benefit society through the transformative impact of education and research. Together, the vision and purpose inform the focus and scale of our aspirations for the coming decade.

Advancing Melbourne reflects the University’s commitment to its people, its place, and its partners. Our aspiration for 2030 is to be known as a world-leading and globally connected Australian university, with our students at the heart of everything we do.

- We will offer students a distinctive and outstanding education and experience, preparing them for success as leaders, change agents and global citizens.
- We will be recognised locally and globally for our leadership on matters of national and global importance, through outstanding research and scholarship and a commitment to collaboration.
- We will be empowered by our sense of place and connections with communities. We will take opportunities to advance both the University and the City of Melbourne in close collaboration and synergy.
- We will deliver this through building a brilliant, diverse and vibrant University community, with strong connections to those we serve.

The means for achieving these goals include the development of the University of Melbourne’s academic and professional staff and the capabilities needed to support a modern, world-class university. Those means require a commitment to ongoing financial sustainability and an ambitious infrastructure program which will reshape the campus and our contribution to the communities we engage with. This strategy, and the priorities proposed, is centred around five intersecting themes; place, community, education, discovery and global.

6.4 GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at https://about.unimelb.edu.au/strategy/governance