

TITLE:	TOURING AND PRODUCTION MANAGER
REPORTS TO:	GENERAL MANAGER
EMPLOYMENT:	PART-TIME - 2-3 DAYS/WEEK (0.4-0.6 FTE)
DIRECT REPORTS:	NONE
LOCATION:	ZETLAND, NSW
SALARY RANGE:	\$50,000 – \$70,000 / PA (PRORATED)
DEADLINE:	APPLICATIONS MUST BE RECEIVED BY FRI 26 JANUARY 2024

Please note, applicants for this role will be reviewed progressively as they are received and applications may close earlier than advertised should the position be filled. We encourage you to submit your application as soon as possible to avoid disappointment.

The **Touring and Production Manager** is responsible for contributing to the success of Omega Ensemble's National Concert Season as well as the Ensemble's important artistic, professional development, mentorship and community programs.

Self-motivated and organised, the Touring and Production will have outstanding skills for problem-solving and continual improvement, as well as essential attention to detail.

Working collaboratively with the Ensemble's artistic and marketing team, as well as with external stakeholders, partners and suppliers, this position involves a broad range of responsibilities including project management, technical understanding, maintaining systems and processes, and providing regular and accurate reporting.

ROLES AND RESPONSIBILITIES

TOURING

- Manage and distribute project tour books to performers and key collaborators, including rehearsal and performance schedules and any technical briefings, and effectively communicate any updates and changes.
- Manage travel and accommodation arrangements through the Ensemble's preferred partners or agents, such as booking flights, ground transportation (including airport transfers) and hotels.
- Coordinate additional freight requirements, such as transportation of instruments or production equipment, including managing time-sensitive/overnight freight services.

- Take a proactive approach to identifying project risks, including to the health and safety of performers and the successful delivery of touring. Ensure risks are reported and managed effectively.
- Develop a respectful and collaborative relationship with the Ensemble's performers and artistic collaborators, including travelling with the Ensemble, facilitating good morale and positive relationships between performers and acting as a trusted first point of contact while on tour.
- Attend all rehearsal and performance calls, including managing venue access, coordinating bump-in/bump-out, technical and safety briefings.
- Manage touring expense receipts and reimbursements and submit to accounts in a timely and effective manner.
- Assist the marketing team with on-site requirements, such as the display of posters or branding, distribution of promotional materials (seat drops, exit billing), concert programs or other front of house checks.
- Ensure the Ensemble's touring and performance policies are effectively communicated and implemented, including scheduling of breaks, appropriate behaviour, reimbursement policies, and rehearsal attendance.

PRODUCTION

- Manage all production and technical requirements, such as lighting, instrument hire, staging and recording, including ensuring accuracy and updates of information in the Ensemble's project management systems.
- Work effectively and in consultation with the Artistic Director and other key artistic collaborators to ensure the artistic vision of each project is successfully executed to the highest quality and outcome.
- Draft stage and technical plans for approval from the Artistic Director and General Manager.
- Liaise with venues on production and technical requirements and updates, including scheduling pre-tour briefings and reporting to the Artistic Director or General Manager on any venue feedback.
- Assist with stage management, including co-ordinating stage resets or technical set-up.
- Assist in the coordination of commissioning projects, including liaising with composers on score delivery or updates and distributing materials to performers.
- Manage the Ensemble's score library, including ordering or hiring scores, distributing performance parts (digitally and physical), managing timely return of hire scores, and score archiving.
- Manage and execute cost-effective production and touring spend within an overall project and organisational budget, including tracking spend against budget and reporting on unbudgeted costs.
- Support the activities of the marketing or philanthropy teams, such as production requirements for fundraising or publicity events.

OTHER RESPONSIBILITIES

- Collaborate effectively with other team members using key organisational tools, including accurate and up-to-date information.
- Participate in company meetings and planning, including preparing reports as required.
- Take a proactive role in enhancing processes and practices to ensure continual improvement, efficiency, and timeliness.
- Take a proactive role in improving the Ensemble's environmental impact, including reducing waste and exploring sustainable alternatives.

- Develop strong industry connections and professional relationships across the arts sector.
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SELECTION CRITERIA

ESSENTIAL

- Excellent communication (written and verbal) and relationship management skills
- Strong organisational and project management skills, and high attention to detail
- High level proficiency in the use of online collaborative tools
- High level proficiency with Microsoft Office and/or Google Workspace
- An ability to work autonomously and to manage competing priorities
- An ability to work effectively from shared offices, remotely or while on tour.
- Ability to identify risks and proactively offer solutions for continual improvement to project delivery.
- A passion for the performing arts, and in particular classical music
- Must be an Australian citizen or permanent resident with a valid working visa.

DESIRABLE

- A tertiary qualification in a relevant discipline, or equivalent professional experience
 - Experience managing and reporting with CRM databases, such as Salesforce and project management systems.
 - Experience using design software to draft technical plans (such as Illustrator)..
 - Familiarity with classical music repertoire (including contemporary works) and/or a basic ability to read or understand musical scores
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ADDITIONAL INFORMATION

HOURS OF WORK

Office hours are nominally 9.00 AM to 5.00 PM, Monday to Friday. Due to the nature of the Ensemble's projects and public performances, an employee may be required to work evenings and on weekends.

LEAVE AND ENTITLEMENTS

An employee is entitled to four weeks (20 days) Annual Leave and 10 days Personal/Carer's Leave per annum, prorated.

WORKING ARRANGEMENTS

Omega Ensemble works from a shared office space with our colleagues Musica Viva Australia and other music organisations. This role will also include offsite work at performance and rehearsal venues as well as interstate travel.

The Ensemble supports flexible and remote working arrangements by agreement with an employee's manager. An employee approved to work from home or remotely may be required to attend the Ensemble's Sydney office and/or the Ensemble's events on a regular basis.

SALARY AND SUPERANNUATION

Salary will be negotiated with the preferred candidate based on skill and experience. Superannuation is paid at the Superannuation Guarantee (SG) rate, currently 11%.

SCOPE OF ROLE

This position description is intended to provide a broad view of role and responsibilities. Due to the varying nature of the Ensemble's projects, programs and activities, as well as the continued growth of the organisation, roles and responsibilities will naturally evolve. Omega Ensemble works in a small, adaptable and enthusiastic team, and an employee may be requested to support other team members in their roles on occasion and as required.

EQUAL OPPORTUNITY

Omega Ensemble is an equal opportunity employer. We believe that a team that reflects the diversity of Australian society allows the organisation to better meet its objectives, and all employees have a responsibility to contribute to the achievement of an equitable working environment. We aim to ensure that our recruitment and selection processes do not discriminate against race, disability, sexuality, age, gender, religious or non-religious beliefs, nationality or cultural background, or any other basis protected by the law.

ACKNOWLEDGMENT OF COUNTRY

Omega Ensemble works on the land of the Gadigal People of the Eora Nation. We acknowledge the traditional custodians of the many lands on which we tour, work and play, and honour their continued connection to country, culture, music and storytelling.

HOW TO APPLY

Applications should be addressed to the General Manager and emailed to jobs@omegaensemble.com.au.

Please include:

- Your current CV (max 2 pages)
- A short cover letter (max 1 page) addressing the position role and selection criteria.

Shortlisted candidates may be contacted for an interview online or in person. Unsuccessful candidates will be notified via email on completion of the recruitment process.

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ORGANISATIONAL OVERVIEW

Founded	2005
Our Mission	Classical music for a contemporary Australia
Our Vision	To be Australia's leading chamber music ensemble recognised at home and internationally for creating extraordinary musical experiences that connect classical music with contemporary perspectives and local stories.
Our Values	Relevance • Excellence • Collaboration • Innovation • Inclusivity
Leadership	David Rowden — Artistic Director and Founder David Boyce — General Manager
About Us	Omega Ensemble champions extraordinary musical talent through high-energy and impactful performance, presenting its annual National Concert Season in metropolitan and regional cities. The Ensemble also frequently appears in national cultural festivals and collaborations and has twice toured to China.

Earning accolades such as ‘the best chamber music outfit in town’ (Sydney Morning Herald) and ‘Australia’s most exciting and forward-thinking ensemble’ (Limelight), the Ensemble was previously Ensemble-In-Residence at Sydney’s City Recital Hall, has been nominated for Artist of the Year in the Limelight Awards, and received multiple nominations in the APRA/AMCOS Art Music Awards. In 2023, the Ensemble won Performance of the Year at the Art Music Awards.

Alongside a commitment to cherish foundational chamber music repertoire, Omega Ensemble proudly stands at the forefront of new musical expression, collaborating with leading Australian and international composers, and regularly securing the Australian premiere of groundbreaking international works.

Commissioning new Australian music also forms the foundation of the Ensemble’s community and professional development programs, presenting training and mentorship to the next generation of Australian talent, including the CoLAB: Composer Accelerator Program.

Omega Ensemble is supported by the Australian Government through Creative Australia and the NSW Government through CreateNSW. Omega Ensemble is a proud professional member of Live Performance Australia (LPA) and the Australian Music Centre (AMC).