INFORMATION PACK

Orchestra Management Assistant (Part Time)

Our organisation | The Tasmanian Symphony Orchestra (TSO) is one of Australia's leading performing arts companies and part of the DNA of cultural life in Lutruwita / Tasmania – we have been inspiring, invigorating, and entertaining audiences through music for over 75 years. We are recognised across the island and throughout the world for our distinctive artistic identity that is forged from our people and our place.

Our values | In 2021, the TSO embarked on a bold employee-led project to identify and finalise the new organisational values that will guide our strategy, decisions, and behaviour over the next ten years. From consultation with nearly 100 members of the TSO cohort, three clear and agreed values emerged: **connection**, **artistry**, and **integrity**. We commit to uphold these values in everything we do.

Our home | The TSO is inherently influenced and inspired by its home in Lutruwita / Tasmania. The natural landscape and thriving cultural life of our island make it an inspiring and sought-after location to live and work. Our main performance venue, rehearsal studio, and office are co-located on the Hobart waterfront, and musicians and staff alike value the community spirit and work-life integration that a small but vibrant capital city like Hobart provides. We regularly tour to the many unique and vibrant towns across the island – we've made music, and connected with music-lovers, in pubs, community halls, schools, parks, churches, and even airport hangars.

Our people | The TSO community (musicians, staff, board, chorus, and supporters alike) are enterprising, curious, collaborative, and committed. United by a love of music and with a strong *esprit de corps*, employees are empowered to bring new and bold ideas to the table. We actively strive to maintain a workplace that is welcoming, inclusive, and safe for all.

About the opportunity | The Orchestra Management Assistant position at TSO sits within our busy Orchestra Management team, who work to efficiently and effectively deliver our concerts – rostering musicians, ensuring all music needs are met, running auditions, and other tasks that support our musicians to thrive.

This role is part-time and could suit a range of people who have some existing orchestral knowledge – you might be studying music; or desire a part-time role to fit in with family or freelance commitments; or you may be an emerging arts professional who is looking for an opportunity to develop their skills and career in orchestral management. The role requires a balance of thorough organisation and attention to detail; proactivity; and a warm personable approach with internal and external stakeholders.

A full position description, selection criteria, and information on how to apply can be found on the following pages of this Information Package.

Position Description

Position:	Orchestra Management Assistant (Part-time, 16 hours per week, worked Monday to Thursday 9am-1pm)
Department:	Orchestra Management
Manager:	Orchestra Coordinator
Supervisor:	Orchestra Librarian as required
Classification:	Level 3.1, currently $69,803 p/a pro rata This is a rostered fixed-term contract role for an initial period of 2 years
Working Conditions:	Tasmanian Symphony Orchestra Staff Agreement 2024
Position Description Prepared:	November 2025

Key Function

The Orchestra Management Assistant is responsible for providing general administrative support for the Orchestra Management team at the TSO. Reporting to the Orchestra Coordinator but working across the entire department, areas of support include assisting the Director Operations, Orchestra Coordinator, and Orchestra Librarian with administrative and operational support for concerts, events, auditions, and other activity.

Duties and Responsibilities

Orchestra Coordination Support	• Assist the TSO Orchestra Coordinator in tasks including but not limited to:
	  ○ the booking of casual musicians (whether same-day emergency player replacement, or for augmented programs)
	  ○ booking musician air travel and accommodation, coordinating preparing travel allowances
	  ○ rostering, including creating desking documentation and inputting information into relevant systems
	  ○ preparing accurate orchestra lists for publication in concert programs and other publications
	• Booking practice rooms for TSO musicians upon request
	• Learn and use ArtsVision (our scheduling and rostering tool) and other relevant systems and processes to undertake the above

Library Support	• Assist the TSO Orchestra Librarian with tasks including but not limited to:
	  ○ part preparation
	  ○ freight
	  ○ music scanning
	  ○ music distribution
	• Learn and use Newzik (our digital music software) and develop troubleshooting skills for both the system and the iPads that TSO musicians use to read music in rehearsal and performance

Audition Support	• Act as a point of contact for permanent and casual auditions, including but not limited to: ○ processing applications, including liaison with candidates

	○ preparing and distributing documentation ○ scheduling and running auditions on the day in conjunction with Orchestra Coordinator
Production / Event Support	• Act as Stage Manager or event support staff for TSO performances and activities if requested
Musician Support	• Act as a friendly, helpful point of contact for TSO musicians when they have queries or need assistance with TSO ipads, TSO email accounts, accessing ArtsVision, or other administrative or systems queries
Administration / Other	• Provide general administrative assistance for the Director Operations as requested • Act as a proactive support role within the overall department, identifying opportunities to provide support as time and skills allow
General	• Maintain productive and respectful relationships across all areas of the TSO • Role model and operate within the agreed TSO values (Connection, Artistry, Integrity) and associated agreed shared behaviours at all times. • Read, understand, and comply with all TSO policies, procedures and reasonable directions • Contribute effectively towards the TSO's mission and strategy • Willingly participate in the TSO's Performance Feedback process and TSO's training and development programs as required • Acknowledge that this position description describes the broad scope of the role and is not an exhaustive list. It may also change from time to time with due consultation to meet the changing needs of the business.

The optimal pattern of work for this role is Monday to Thursday, 9am to 1pm. This pattern has been carefully identified based on the typical cadence of the week in the Orchestra Management team, for the tasks associated with this role. For example, mornings are when the team requires the most assistance, to book last-minute casuals and to troubleshoot any matters arising at the beginning of rehearsals. Similarly, TSO auditions are almost exclusively held on Mondays or Tuesdays. Some flexibility is possible (for example, working one afternoon per week; or slight variations of start time time) however this pattern of work is a fundamental driver of success and effectiveness of this role.

Work Health and Safety

Under WHS legislation, you are required to comply with all WHS policies and procedures in the workplace and follow reasonable WHS directions.

While at work, workers must:

- take reasonable care for their own health and safety and that of others who may be affected by their actions or omissions
- comply, so far as you are reasonably able, with any reasonable instruction given by the TSO to allow TSO to comply with WHS laws

- maintain a commitment to undertaking all duties in adherence with TSO's Covid-Safe protocol to ensure the continued safety of our staff, choristers, customers, and stakeholders
- co-operate with any reasonable policy or procedure of TSO relating to health or safety at the workplace that has been notified to workers including the wearing of provided Personal Protective Equipment (PPE) supplied to you by TSO.

Selection Criteria

- Demonstrated orchestral operations knowledge and ability to work in an orchestral administration environment and to support the day-to-day functions of an orchestra, as evidenced by previous experience in a similar role, or professional experience as an orchestral musician with prior administration ability.

- High level interpersonal skills, including the ability to communicate effectively with a variety of personalities in a creative and often high-pressure environment.

- Effective written and interpersonal communication skills, including the ability to impart information in a clear and concise manner and develop strong relationships with internal and external stakeholders.

- Exceptional organizational skills and attention to detail, excellent time management skills, and ability to multi-task and meet deadlines.

- A curious team player, with an ability to quickly learn and retain new skills, and to work autonomously when required

- Proven team player, with the ability to work flexibly within a small team environment, with a keen interest in adding to the culture of the TSO administration.

- Ability to manage personal and sensitive issues in confidence.

- Takes a digital-first approach to all tasks, with:

    - Solid computer literacy in Microsoft Word, Excel, and Outlook; and
    - An ability to learn orchestra management software Arts Vision; and
    - Overall, have high proficiency using digital tools, including iPads, cloud-based platforms, and digital music systems.

- Ability to troubleshoot technology issues and provide support and training to staff and musicians.

- Must display poise and grace under pressure, and have common sense, along with a sense of humor.

- Driver's License would be an advantage.

How to apply

Process

If you'd like to apply for this opportunity, please prepare and send through:

- A current CV, including two people we can talk to as referees (we won't contact them without your permission)
- A letter or document (no more than two pages) that tells us a bit about you, why you're keen to join the team, and what particular skills and contribution you could make

If you'd like to submit your application in another format that feels more natural to you, or better meets your accessibility needs, please reach out.

All documents or files can be sent to recruitment@tso.com.au and each file must have your full name within the file name. PDF documents strongly preferred.

Closing date, interviews, and start date

Closing date for applications is 10 December 2025 – TSO may review applications as they are submitted and begin the shortlisting process before this date.

Interviews will be held week commencing 15 December 2025, at TSO's Hobart office or online if needed.

The ideal start date for this role is mid-to-late January 2026.

For more information

If you wish to understand more about the opportunity before applying, please initially contact Jacqui Walkden (Director Operations) via recruitment@tso.com.au – if you have queries about the recruitment process, please also contact recruitment@tso.com.au

Please note

The TSO celebrates workforce diversity and welcomes applications from all members of the community. We are committed to equal employment opportunity regardless of race, colour, religion, age, sexual orientation, marital status, disability, neurodivergence, or gender identity.

If you have any accessibility requirements relating to applying for this role and attending an interview, please do not hesitate to contact Alison Nadebaum, Director People & Culture, via recruitment@tso.com.au so that we can accommodate these needs.