



## INFORMATION PACKAGE

### Artist Liaison

**Our organisation** | The Tasmanian Symphony Orchestra (TSO) is one of Australia's leading performing arts companies and part of the DNA of Tasmanian cultural life – we have been inspiring, invigorating, and entertaining audiences through music since 1948. 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 47-piece orchestra performs an extensive and varied concert season in Hobart, a smaller season in Launceston, and concerts across regional Tasmania; as well as undertaking a significant recording schedule; undertaking meaningful community engagement projects; and delivering intensive training programs for players, composers, and conductors.

**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 untouched wilderness and thriving cultural life of our state make it an inspiring and internationally 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.

**Our people** | The TSO community (musicians, staff, board, 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.

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**About the opportunity** | The Artist Liaison provides support for visiting conductors, soloists, actors and other artists to the TSO. This support includes planning and logistical liaison ahead of their arrival, as well as the provision of dependable, personable liaison and care during their visit. This role would suit an individual with a strong understanding of live performance (particularly orchestral music) and prior experience supporting professional and often high-profile artists. A positive, diplomatic, and solutions-oriented mindset is an absolute must – the ideal candidate will thrive in meeting the needs of visiting TSO artists. An understanding of (or hands-on experience in) navigating artist travel and liaison within the COVID-19 environment would be highly advantageous. This rostered role works the equivalent of 4 days per week – due to the inherent nature of the position and duties, considerable work will take place outside of standard business hours. 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

<b>Position:</b>	Artist Liaison
<b>Department:</b>	Artistic Planning
<b>Immediate Supervisor:</b>	Manager Artistic Operations
<b>Classification and Rate:</b>	Level 3 (\$61,138 – \$66,694 pa pro rata + 10% super)
<b>Working Conditions:</b>	Tasmanian Symphony Orchestra Staff Agreement 2015
<b>Position Description Prepared:</b>	November 2021

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### Key Function

The Artist Liaison provides support for visiting conductors, soloists, actors and other artists to the TSO. This support includes planning and logistical liaison ahead of their arrival, as well as the provision of dependable, personable liaison and care during their visit.

### Duties and Responsibilities

Primary Function	Responsibilities/Duties/Tasks
<b>Preparation</b>	<ul style="list-style-type: none"><li>• Undertake preparations for visits by all artists, including the TSO Chief Conductor and Artistic Director, guest conductors and soloists, including:<ul style="list-style-type: none"><li>○ Accommodation and travel bookings (including, upon instruction, conducting research into current government health guidelines and border regulations and contacting relevant authorities as required)</li><li>○ Coordination of airport transfers</li><li>○ Preparation and issuing of itineraries</li><li>○ Coordination of Senior Management Entertainment Roster</li><li>○ Open Rehearsals</li><li>○ Conductor / Soloist Meetings</li><li>○ Bookings of accompanists as required</li><li>○ Piano selection and practice times</li><li>○ Refreshments for ABC recordings</li><li>○ Any TSO Livestream and Video on Demand activities within the established production schedule, including booking score callers</li><li>○ In consultation with the TSO Marketing Department, schedule artist interviews and media opportunities</li></ul></li></ul>
<b>Liaison</b>	<ul style="list-style-type: none"><li>• Provide continuing liaison and on-the-ground support to visiting artists, including their transport and personal needs while engaged by the TSO.</li><li>• In consultation with the Manager Artistic Operations, liaise with Symphony Services, ABC, artists and managers, and TSO staff to ensure all parties are kept updated.</li></ul>
<b>Contracts</b>	<ul style="list-style-type: none"><li>• Issue contracts for all Australian based artists.</li></ul>

	<ul style="list-style-type: none"> <li>• Provide contract template information to Symphony Services for international artists.</li> </ul>
<b>Administrative Support</b>	<ul style="list-style-type: none"> <li>• Provide administrative support to the Director, Artistic Planning.</li> <li>• Undertake artistic planning research as directed.</li> <li>• Assist Chorus Coordinator as required.</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• Update relevant contact databases for all inhouse computer systems such as Tessitura and Arts Vision.</li> <li>• Attend Production meetings.</li> <li>• Source props, costumes and items for TSO performances as required.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Maintain excellent relationships within the TSO Artistic team and across all areas of the TSO.</li> <li>• Read, understand and comply with all TSO policies, procedures and reasonable directions.</li> <li>• Contribute effectively towards the TSO's mission and values.</li> <li>• Willingly participate in the TSO's Annual Performance Review process and TSO's training and development programs as required.</li> <li>• 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.</li> </ul>

### **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, 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 – Essential**

- Previous experience coordinating and /or liaising with professional artists, or equivalent transferable experience. Proven ability to exercise high levels of sensitivity, confidentiality, and discretion when undertaking all duties is essential.

- Tertiary music qualifications or demonstrated knowledge of orchestral music, together with a passion for orchestral music and the arts. Arts administration qualifications or experience is desirable.
- Advanced computer literacy, including strong knowledge of database software, with relevant tertiary qualifications desirable. Demonstrated ability in the Microsoft Office suite of packages, specifically Word, Excel, Powerpoint, and Outlook.
- Strong organisational skills, including attention to detail, and the ability to effectively prioritise multiple tasks and meet deadlines.
- High level written and interpersonal communication skills including the ability to communicate effectively in a friendly, helpful manner with a variety of personalities in a creative and often high-pressure environment.
- Proven ability to work independently and without supervision, including the ability to be proactive and a self-starter and to work under pressure to achieve deadlines.
- Proven team player with the ability to work flexibly within a small team environment. Ability to proactively approach duties and challenges with common sense and good humour is essential.
- Current Drivers licence

#### **Selection Criteria – Desirable Skills and Knowledge**

- Ability to read scores, and developed musical listening skills
- Previous experience using Orchestral Management software
- Previous experience applying basic project management skills
- Understanding of how COVID-19 has impacted the live performance industry, and particularly the planning and logistical impacts on artist travel

#### **Other Conditions**

- Meeting and transport of guest artists; attendance at chorus rehearsals, chorus and orchestral activities, and concerts is required, with considerable out of business hours work, including nights and weekends.
- The role will also involve providing assistance with luggage handling, moving and lifting of equipment.

#### **Key Results Areas**

To be developed with Manager Artistic Operations upon commencement and within first month of the probation period.

## HOW TO APPLY

### Process

If you would like to apply for this role, please submit the following:

- A cover letter (no more than three pages long), outlining how you meet the selection criteria
- A current CV (no more than three pages long), that summarises your previous work history, skills, and attributes

Within your cover letter or CV, please ensure you include the names, job titles, and contact details for two referees.

Your cover letter and CV should be submitted as one combined document, in PDF format. Please email your application to [recruitment@tso.com.au](mailto:recruitment@tso.com.au)

### Closing date and interviews

The closing date for this role is **Monday 29 November, 10am**. Late applications may not be accepted.

The TSO intends to hold interviews for short-listed candidates in week commencing **6 December 2021**.

### Start date

Due to the nature of TSO programming, the ideal start date for this role is week commencing Monday 17 January 2022.

### For more information...

If you wish to understand more about the role before applying, please contact the hiring manager using the below contact details:

Meriel Owen (Manager Artistic Operations) via [recruitment@tso.com.au](mailto:recruitment@tso.com.au)

*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, 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 us via [recruitment@tso.com.au](mailto:recruitment@tso.com.au) so that we can accommodate these needs.*