

Manager, Gondwana National Projects

Gondwana Choirs, Australia's leading choral training and performance organisation for young people, is looking to welcome a dynamic new team member to the integral position of Manager, Gondwana National Projects.

Gondwana National Choirs are the voice of Australia's youth, bringing together young singers from across the country to form vibrant musical ensembles. The choirs are representative of people from every state and territory, and come together for annual seasons of rehearsals and performances under Australia's leading conductors of choirs for young people.

This position drives the development of new and existing projects for all areas of the Gondwana National Choirs program including the annual Gondwana National Choral School, national and international tours, and a plethora of exciting projects for which the organisation is renowned.

Reports to	Artistic Director and Executive Director
Salary	\$80,000 plus 10.5% superannuation
Hours of work	37.5 hours per week, noting the position involves some flexible work patterns including residential camps, touring and evening concerts with such hours addressed by the company time in lieu policy.
Contract length	3 years including a 3-month probationary period
How to apply	Submit your CV and a cover letter of no more than two pages responding to the criteria of the role, detailing your suitability based on your skills and experience. Please include details of two referees, who will not be contacted without the consent of preferred candidate/s.
Application closing	5.00pm Wednesday 12 October 2022
Submit to	Louisa O'Toole, Executive Director louisa.otoole@gondwana.org.au

ESSENTIAL TO THE ROLE

Being a member of the Gondwana team means you are passionate about the development of musical potential in young people, thrive in an always busy environment, have strong communication and managerial skills, and enjoy working collaboratively and respectfully with people across the whole organisation - most importantly our choristers.

PRINCIPAL RESPONSIBILITIES AND OUTCOMES

Operations and project management

- Prepare and implement detailed production schedules
- Lead production meetings
- Participate in budget preparation and tracking
- Work as part of the team for Sydney Children's Choir and Gondwana Indigenous Children's Choir rehearsals, camps, projects and performances as required
- Ensure all Gondwana National Choirs contract, casual and volunteer staff have appropriate Working With Children Check clearance.

National Choral School

- Plan and manage all operational requirements for the annual Gondwana National Choral School, including venues, accommodation, meals, ground transfers, freight, uniforms
- Manage all communication with choristers and their families, including for bursary applications, and with volunteer supervisors.

Gondwana National Choirs auditions

- Manage the planning and implementation of the audition process
- Collate and communicate offers and acceptances.

Tour planning and management

- Tour manager for national and international projects
- Manage travel, accommodation, visas and venue logistics for international and national tours
- Prepare handbooks and tour schedules
- Liaise with venue management regarding all artist and operational matters including lighting, sound, stage management, instrument hire / tuning and freight.

Recruitment

- Work with the Marketing Coordinator to achieve recruitment targets by contributing to the development of recruitment campaigns and events.

SELECTION CRITERIA

Essential

- Outstanding logistical and project management skills
- Strong interpersonal skills – including effective relationship management, excellent communication skills and pro-active problem solving
- An understanding of and interest in choirs and classical music
- Proven ability to prioritise a high workload and juggle competing demands, with excellent attention to detail
- Demonstrated fluency in the Microsoft Office suite, including Excel and Word and ability to use a Customer Relationship Management (CRM) system.
- Ability to work autonomously and with initiative whilst forming an integral part of a team
- Ability to manage volunteers
- Excellent written and spoken English

Desirable

- Full Driver's Licence
- Prior experience in an operations role within a performing arts organisation or school / education organisation.

Working With Children

- This position involves working with children
- A Working with Children Check will be carried out for all preferred applicants.

Please note the role can involve physical work, including setting and striking rehearsal and performance spaces, moving equipment and assisting on-the-day running of concerts and events if required.

This position involves some irregular working hours including residential camps, touring and evening concerts.