

Sydney Children's Choir Coordinator

Gondwana Choirs, Australia's leading choral training and performance organisation for young people, is looking to welcome a dynamic new team member to the key position of Sydney Children's Choir Coordinator.

The Sydney Children's Choir (SCC) forms a major part of Gondwana Choirs, which also includes Gondwana National Choirs, Marliya and the Gondwana Indigenous Children's Choir. The Sydney Children's Choir Coordinator position is the main point of contact between parents and choristers and liaises with the SCC Manager on logistical and operational matters related to the SCC program, including oversight of rehearsals, performances, recordings, volunteer supervisors, camps and tours.

Position title	Sydney Children's Choir Coordinator
Reports to	Sydney Children's Choir Manager
Salary	\$65,000 plus 10.5% superannuation
Hours of work	37.5 hours per week including some evenings and weekend work
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 22 February 2023
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 skills, and enjoy working collaboratively and respectfully with people across the whole organisation - most importantly our choristers.

Most importantly, we have a standard, that regardless of our level, role or function within the organisation, each team member has a part in creating a work environment where people are excited to contribute ideas, bring a positive energy to our work, rehearsal and performance spaces, and are empowered to do their best work.

PRINCIPAL RESPONSIBILITIES

Communications

- Act as the point of contact between all parents and choristers for individual chorister matters and refer to the SCC Manager or Artistic Director as appropriate
- Contribute to regular progress reports on the coordination and implementation of projects and performances, individual chorister issues and forward planning
- Coordinate the enquiry and audition process for new choristers.

SCC rehearsals, performances and events

- Coordinate chorister movements and logistics at rehearsals, performances, recordings, camps and activities
- Maintain a safe and happy learning and performance environment
- Liaise with artistic staff on the ground to ensure all rehearsal requirements are in place
- Ensure chorister duty of care is maintained to the highest standard, including coordination of onsite volunteer supervisors
- Ensure rehearsal rooms for weekday and Saturday rehearsals are set up to a professional standard in a timely manner
- Mark music theory with speed and accuracy and provide assistance to choristers in their weekly theory homework
- Coordinate production logistics for SCC camps and tours
- Provide support with the running of other company activities as directed.

Marketing

- Contribute to SCC concert ticket builds and event reconciliations as required
- Manage content and posts for SCC social media channels
- Coordinate SCC recruitment and concert marketing campaigns.

Administration

- Manage the SCC chorister and parent / carer database and ensure data integrity, accuracy of contact details, medical and dietary needs
- Enter weekly attendance records (rolls) and follow up with any choristers missing rehearsals as appropriate
- Maintain the SCC calendar portal on the website, ensuring accuracy of information
- Process and distribute chorister merchandise orders.

SELECTION CRITERIA

Essential

- Excellent oral and written skills, with the ability to successfully manage and process a high volume of communications (email and phone) with a friendly manner
- Strong interpersonal skills – includes building effective relationships, and consistent and proactive problem solving
- Musical literacy and practical understanding of professional choral performance requirements
- An understanding of and interest in choirs and classical music
- Excellent with children
- 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
- Excellent written and spoken English.

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

This position involves some irregular working hours (evening concerts, weekend camps etc).

Desirable

- Full Driver's Licence
- Prior experience within a choral organisation, either as a chorister or staff member
- Prior experience in an administration or communications role within a performing arts organisation or school / education organisation.

Working With Children

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