

Position Description

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| Job Title | Gondwana Indigenous Choir's Manager |
| Role Status | Part Time (15-22.5 hours per week) |
| Location | Flexible (Preferably Cairns based) |

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| Date | April 2024 |
| Reports to | Artistic Director & Executive Director |

1. About the Position

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

Working closely with the Artistic Director, Associate Artistic Director Executive Director and the Choir Management team, the GICC Manager takes a lead in the end-to-end delivery of the Cairns based training and performing programs of the Gondwana Indigenous Children's Choir and Marliya.

Gondwana Choirs strongly encourages applications from First Nations Australians.

2. Mission, Purpose & Values

Our Vision To be the voice of Australia

Our Purpose To shape the Australian sound through the creation and presentation of exceptional work for young people, giving voice to contemporary Australia in all its diversity. As the premiere home for the nation's young singers, Gondwana choirs occupies a unique space in the Australian arts ecology.

Our Values

INNOVATION & CREATIVITY – At the core of Gondwana. A never-ceasing hunger to reinterpret, reinvigorate and redefine.

COLLABORATION – Our collaborations allow us to take the art form to new places. They magnify the impact of what we do.

RESPECT – for all; from the five-year-old chorister through to the revered elder and the celebrated conductor. We don't operate without it.

INCLUSION – Opportunities, not barriers, are woven through the fabric Gondwana. The greater the diversity in the music and in the performers, the more we reflect Australia.

3. Working Relationships

Reports to Executive Director

Direct Working Relationships

- Artistic Director
- Associate Artistic Director
- Choir and Program Managers
- Artistic Staff
- Contractors

Direct Reports

- GICC Coordinator

4. Major Responsibility Areas

- Program Management
- Chorister Management and Communication
- Child Safety and Child Employment
- Program Planning and Development

5. Key Result Areas

Program Management

- Work closely with the GICC Coordinator to deliver the GICC program and achieve agreed artistic and financial goals.
- Lead recruitment for GICC including managing the creation and dissemination of recruitment collateral, planning and implementation of the annual audition process and in-school workshops.
- Work closely with the core creative team to ensure artistic vision is realised.
- Act as producer for performances as required including marketing and PR support.
- Manage weekly rehearsals onsite in Cairns.
- Foster and nurture internal and external relationships within the Gondwana Indigenous Children's Choir community, including cultural representatives and custodians.
- Participate in budget preparation and project tracking to ensure fiscal responsibility.
- Produce performances when required including Spinifex Gum.
- Manage weekly rehearsals onsite in Cairns, ensuring smooth operations and adherence to schedules.

Chorister Management & Communication

- Work with the GICC Coordinator to ensure clear and timely communication with choristers and families.
- Maintain up-to-date chorister handbooks to ensure that procedures and expectations are clearly explained to choristers and families.
- Provide support in touring, marketing, and public relations efforts when required.

Child Safety and Child

- Ensure duty of care is maintained to the highest standard, including coordination of volunteer supervisors.

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| Employment | <ul style="list-style-type: none"> • Maintain duty of care in an overnight residential context, including coordination of volunteer supervisors • Ensure all activity is compliant with relevant child employment regulations including submitting and completing required paperwork. • Ensure all activity is compliant with Gondwana choir's Child Safe Policies and relevant child safety legislation. • Contribute to the development of risk management plans for all activities |
| Program Planning and Development | <ul style="list-style-type: none"> • Work with the Executive Director and Development Associate to identify and cultivate partners and funders for GICC. • Work with the Artistic Director and as part of the company wide Program Planning process to develop the annual training and performance program including Spinifex Gum. • Act as a polished and compelling advocate for Gondwana Choirs as required. |

6. Criteria

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| Essential | <ul style="list-style-type: none"> • Experience (at least two years) in a similar role. • Extensive experience working with First Nations artists and communities. • Ability to work flexible hours. • Ability to effectively organize and manage multiple tasks, projects, and deadlines in a fast-paced environment. • Excellent written and verbal communication skills, with the ability to communicate clearly and professionally with artists, staff, volunteers, and external stakeholders. • Proficiency in using office software (e.g., Microsoft Office Suite, Google Workspace) and willingness to learn new software and digital tools relevant to the role. • Ability to work autonomously and with initiative whilst forming an integral part of a team • Excellent written and spoken English • A NSW and QLD Working With Children Check or ability to obtain both |
| Desirable | <ul style="list-style-type: none"> • Interest in/appreciation of choral music • Full driver's license • Prior experience in an administration or communications role within a performing arts organisation or school / education organisation. |

**Personal
Characteristics**

- Calm, friendly and professional demeanour
 - Proven ability to prioritise a high workload and juggle competing demands, with excellent attention to detail
 - Highly developed communication and interpersonal skill with the ability to act as a polished and compelling representative of Gondwana Choirs
 - Professional confidence, maturity and sound judgment, combined with a naturally collaborative and consultative style, and an ability to strike an appropriate balance between the two;
 - Excellent administrative skills; experience in meeting deadlines and working within time constraints, whilst maintaining a high level of attention to detail.
 - A naturally curious and creative approach, especially in relation to solving problems and embracing new ideas
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7. How to apply

Please email a covering letter and up to date resume with the subject line of **GICC MANAGER – YOUR NAME** to:

info@gondwana.org.au

Only shortlisted candidates will be contracted.
