

Position Description

Gondwana Choirs Artistic Administrator

Closing date: 10:00am AEDT Monday 1 December
Employment: Full-time ongoing (37.5 hours per week)
Location: Walsh Bay Arts Precinct, Sydney
Conditions: Hybrid
Salary: \$90,000 per annum + 12% superannuation
Additional: Paid leave between Christmas and New Year

1. About the Position

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 Artistic Administrator.

Working closely with the Artistic Director, Executive Director, Associate Artistic Director and the Choir Management team, the Artistic Administrator plays a crucial role in supporting the smooth and efficient running of the organisation.

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	<p>INNOVATION & CREATIVITY – At the core of Gondwana. A never-ceasing hunger to reinterpret, reinvigorate and redefine.</p> <p>COLLABORATION – Our collaborations allow us to take the art form to new places. They magnify the impact of what we do.</p> <p>RESPECT – for all; from the five-year-old chorister through to the revered elder and the celebrated conductor. We don't operate without it.</p> <p>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.</p>

3. Major Responsibility Areas

- Artistic planning
- Relationship management
- Concert and tour production
- Budget management

4. Key Result Areas

Artistic Planning	<ul style="list-style-type: none">• Collaborate with the Artistic Director and Associate Artistic Director to develop long-term and annual artistic plans for all choirs• Facilitate the annual program planning process and ensure effective communication of plans to all relevant parties• Respond to and manage commercial hire requests for all choirs• Book venues for projects, events and performances for all choirs• Develop and manage budgets for all activity.
Budget Management	<ul style="list-style-type: none">• In collaboration with the Executive Director, Finance Manager and Choir Managers, develop the annual Operations budget for all choirs' activity• Manage the budget for allocated projects and events, including creatively finding solutions to budget challenges.
Relationship Management	<ul style="list-style-type: none">• Build and maintain strong relationships with conductors, accompanists, composers, and other artistic staff• Manage contracts and negotiations with artistic staff• Write, negotiate and communicate contracts for artistic staff and external collaborators and presenters for allocated projects and events.
Tour Management	<ul style="list-style-type: none">• In collaboration with the Artistic Director and Associate Artistic Director, establish national and international touring locations, venues and schedules for all choirs• Research and book flights, accommodation, rehearsal and performance venues for tours• In collaboration with the relevant choir manager/s, manage and deliver all tour logistics in advance and on the ground with a particular focus on tour and concert logistics and production.
Concert Production	<ul style="list-style-type: none">• For allocated projects and events, oversee all aspects of concert production, including production schedules, stage management, lighting, sound, and other technical requirements• Coordinate with venue staff and external vendors to ensure performance are smoothly executed and meet the artistic and technical standards of Gondwana Choirs.• Troubleshoot and resolve any production-related issues that arise during performances.

5. Selection Criteria

Essential	<ul style="list-style-type: none"> • Experience (at least two years) in a similar role in an arts organisation • Ability to effectively organise 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 (eg Microsoft O365) 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 Working with Children Check or ability to gain one.
Desirable	<ul style="list-style-type: none"> • Musical background with the ability to read music.
Personal Characteristics	<ul style="list-style-type: none"> • 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 • A naturally curious and creative approach, especially in relation to solving problems and embracing new ideas.

6. How to apply

Submit:

- A cover letter (maximum two pages) outlining your experience against the Key Result Areas and Selection Criteria. Applicants who do not complete this part of the process will not be considered for interview.
- Your resume including contact details for two referees.
- Applications to be addressed to Louisa O'Toole, Executive Director, at louisa.otoole@gondwana.org.au by 10:00am AEDT Monday 1 December 2025