

Position Description

Gondwana Choirs Operations Coordinator

Closing date: 10:00am AEDT Monday 5 January 2026
Employment: Full-time ongoing (37.5 hours per week)
Location: Walsh Bay Arts Precinct, Sydney
Conditions: Hybrid
Salary: \$70,000 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 position of Operations Coordinator.

Working closely with the Artistic Administrator and the Choir Management team, the Operations Coordinator plays an important 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

- Project coordination
 - Office and company administration
 - Concert and tour production
 - Music library and storage management
-

4. Key Result Areas

- | | |
|---------------------------------|---|
| Gondwana Choirs projects | <ul style="list-style-type: none">• coordinate the annual online application and audition process for Gondwana National Choirs including chorister communications and CRM record management• coordinate logistics and planning including for artistic and operations staff, venue liaison, chorister communications, volunteer supervisors for National Choral School (NCS)• develop and maintain NCS production schedule• engage and coordinate casual staff as required (including operations and technical staff)• coordinate Gondwana Choirs' online sight singing program• participate in budget preparation and project tracking• ensure contract, casual and volunteer staff have appropriate WWCC• stage management as required. |
|---------------------------------|---|
-

- | | |
|---------------------------|--|
| General operations | <ul style="list-style-type: none">• general administration and office support• manage the Gondwana Choirs storage facility• manage the Gondwana Choirs music library, including music preparation, purchase, hiring and storage• maintain the annual performance and activities tracking record• manage stationery supplies and orders for the office• maintain all merchandise, including stock control, ordering / purchase• OneMusic Australia Public Performance Licence compliance and reporting. |
|---------------------------|--|
-

- | | |
|-----------------------------|--|
| Technical management | <ul style="list-style-type: none">• online systems management (Zoom, Slack). |
|-----------------------------|--|
-

- | | |
|--|---|
| Other (pending skills and experience) | <ul style="list-style-type: none">• sound engineering/other tech/lighting/AV for recordings and filming• editing backing/vocal guide tracks. |
|--|---|
-

5. Selection Criteria

Essential	<ul style="list-style-type: none">• 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, including the CRM• ability to work autonomously and with initiative whilst forming an integral part of a team• a NSW Working with Children Check or ability to gain one• full Drivers' Licence is an advantage• The role regularly involves physical work, including setting and striking rehearsal and performance spaces, moving equipment and assisting with running of concerts and events.• Please note that this position involves some irregular working hours (eg evening concerts, weekend camps etc).
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 skills• positive attitude and a 'can do' approach• 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 5 January 2026