

ORCHESTRA MANAGER

DEPARTMENT: Artistic

REPORTS TO: Director of Artistic Planning, with dotted line reporting to the Chief Executive Officer

DIRECT REPORTS: Orchestra Coordinator

ROLE

The Orchestra Manager is responsible for managing all musician related activities across the full scope of the ASO's artistic schedule, including rehearsals, performances and other musical programs and engagements. A deep connection to, and understanding of, orchestral music and musicians is critical to this role; as it requires an ability to take responsibility for musician personnel within the ASO's activities and oversee the management of our musicians' requirements. The role requires a commitment to strong interpersonal relationships, proactivity, problem solving, and strong attention to detail across a range of tasks, including managing rostering, payroll information, workforce planning and recruitment. Additionally, the Orchestra Manager will assist in the preparation and delivery of program budgets and oversee/coordinate orchestral activity involving external organisations.

RELATIONSHIPS

This role works very closely with the ASO permanent and freelance musicians, guest artists and candidates for future work with the orchestra. Establishing and maintaining good working relationships and regular communication with players is expected through individual interactions, various meeting forums, and presence at rehearsals, performances and musical activities. In addition, the Orchestra Manager will work closely with the Artistic, Production and People and Culture departments to ensure orchestral activity is managed efficiently and within the terms of the musicians' EBA. Building and maintaining relationships with external presentation partners will also be essential to fulfil this role successfully.

SPECIAL REQUIREMENTS

- There is a requirement for this post holder to be on call to address immediate orchestral emergencies. This responsibility will be shared with the Orchestra Coordinator.
- Morning, evening and weekend work may be required due to regular attendance at orchestral activities.
- A valid Working with Children Check.
- Ability to travel/tour (mainly within SA, however outside SA and internationally as required).

PERSON SPECIFICATION

Detailed below are the qualifications, experience, knowledge, skills, and abilities identified for the position.

The essential criteria show the minimum essential requirements of the position. The desirable criteria outline additional attributes which would enable the successful candidate to perform the role more effectively; they are not essential but may be used to distinguish between applicants during the shortlisting process.

Essential Criteria

- A knowledge of, interest in and understanding of how orchestras engage in a wide range of musical repertoire.
- Significant experience working in an arts company, preferably with orchestral management experience, and/or relevant training combined with significant experience and knowledge relevant to orchestral management.
- Substantial management experience, especially the ability to resolve interpersonal situations amicably, with tact, sensitivity, and diplomacy.
- Proficient with Microsoft Office Suite (Word, Outlook, Excel, PowerPoint) and other orchestral management software (ArtsVision, etc.).
- Demonstrated ability to interpret and implement an enterprise bargaining agreement.
- A clear understanding of budgets, and the ability to monitor and maintain departmental budgets.
- Display excellent interpersonal and communication skills, including the ability to effectively liaise with a wide variety of stakeholders and build trusting relationships with musicians and colleagues.
- Ability to exercise tact and discretion and maintain confidentiality.
- Experience reacting promptly and constructively to varied demands and concerns of players and visiting artists, sometimes under pressure and with time constraints.
- Ability to work flexible working hours.

Desirable

- Ability to work collaboratively across departments to achieve shared organisational goals.
- Knowledge of risk management and work health and safety, including managing hearing conservation in live music settings.
- Superior organisational and administrative skills with a high degree of drive, initiative, and the capacity to deal with multiple and often conflicting priorities.
- Excellent time management skills, including the ability to coordinate and deliver simultaneous projects within specified timeframes.

POSITION INFORMATION:

This position is being offered full-time (1FTE) on a permanent basis with a salary range of \$100,000-\$110,000. Copies of the position description are available upon request via employment@aso.com.au.

HOW TO APPLY:

Qualified candidates are encouraged to submit a current Cover Letter and CV in one PDF document, outlining your suitability, to the attention of Rachel Grant, People and Culture Manager. Please note that applications submitted without a Cover Letter will not be considered. Applications or queries can be submitted via email to Rachel at employment@aso.com.au.

[Applications will close at 5pm on Sunday 15 March 2026.](#)

Interviews will commence as applications are received.

The ASO invites applications from all qualified candidates with current working rights in Australia.