

## POSITION DESCRIPTION

APRIL 2026

**Role:** Orchestra Assistant  
**Department:** Orchestra Management  
**Reports to:** Orchestra Manager

### PURPOSE

The Orchestra Assistant provides high-quality administrative and operational support to the Orchestra Management (OM) team, enabling the effective day-to-day functioning of the Sydney Symphony Orchestra.

Working closely with the Orchestra Manager and Deputy Orchestra Manager, the Orchestra Assistant supports the Orchestra Management team with day-to-day orchestra operations, musician administration, rostering support, data integrity and rehearsal and performance duty management. The role plays a critical part in maintaining operational integrity, supporting musician wellbeing, and ensuring Orchestra Management commitments are delivered accurately, consistently, and in accordance with the Musicians' Agreement.

The Orchestra Assistant is a highly organised, detail-focused and collaborative professional who thrives in a fast-paced, high-responsibility environment. The Orchestra Assistant will demonstrate discretion, reliability, and commitment, contributing positively to a sustainable and supportive workplace culture.

### KEY RESPONSIBILITIES

#### Orchestra Operations & Administration

- Provide comprehensive administrative and operational support, working under the direction of the Orchestra Manager, with support to the Deputy Orchestra Manager as required.
- Assist the Orchestra Manager with casual musician bookings, availability tracking, and contracting processes.
- Support small ensemble rostering as required (e.g. *Music4Health*).
- Schedule and coordinate arrangements of musician meetings (e.g. Management Committee and section meetings).
- Duty manage rehearsals and performances as required, providing on-site support to musicians.
- Review and approve parking expense claims in line with policy and agreements.
- Review and approve additional fee claims, including Higher Duties and Doubling payments, in line with policy and agreements.
- Undertake other duties as required

### **Data Management & Systems**

- Maintain accurate and up-to-date musician records and data within OPAS.
- Review musician listings for accuracy in concert programs and related materials.
- Provide data and reporting support to Orchestra Management and other administrative teams as required.
- Contribute to data accuracy, integrity and system improvements aligned with OPAS Next and online rostering initiatives.

### **Collaboration, Communication & Culture**

- Act as a key point of administrative support and liaison between Orchestra Management, musicians, and internal departments.
- Contribute to a positive, respectful, and psychologically safe workplace environment.
- Be an ambassador for the Sydney Symphony Orchestra's values of **Integrity, Connection and Joy**.

## **QUALIFICATIONS & EXPERIENCE**






### **Essential**

- Demonstrated experience in an administrative, coordination, or operations support role.
- High level of accuracy and attention to detail, particularly when working with data and schedules.
- Strong organisational and time-management skills, with the ability to manage competing priorities.
- Ability to work weekends and evenings as required.
- Excellent written and verbal communication and interpersonal skills.
- Proficiency in Microsoft Office 365 and ability to confidently learn new systems (e.g. OPAS).
- Ability to work both collaboratively and independently in a high-pressure environment.
- High ethical standards, professionalism, and discretion when handling sensitive information.
- A genuine interest in arts, culture, and live performance.
- Ability to obtain a Working With Children Check
- A valid NSW drivers license

### **Desirable**

- Ability to read music
- A tertiary qualification in Music
- Experience working within a performing arts or orchestra environment.
- Familiarity with musician rostering, awards or enterprise agreements.
- Experience using OPAS or similar scheduling and workforce management systems.

**CAPABILITIES**

Capability Group	Capability Name	Level
 Personal Attributes	Display Resilience and Courage	Intermediate
	<b>Act with Integrity</b>	<b>Adept</b>
	Manage Self	Intermediate
	Value Diversity	Intermediate
 Relationships	<b>Communicate Effectively</b>	<b>Adept</b>
	Commit to Customer Service	Intermediate
	<b>Work Collaboratively</b>	<b>Adept</b>
	Influence and Negotiate	Foundational
 Results	Deliver Results	Intermediate
	Plan and Prioritise	Adept
	<b>Think and Solve Problems</b>	<b>Adept</b>
	Demonstrate Accountability	Intermediate
 Business Enablers	Finance	Intermediate
	<b>Technology</b>	<b>Adept</b>
	Procurement and Contract Management	Intermediate
	Project Management	Intermediate
 People Management	Manage and Develop People	Foundational
	Inspire Direction and Purpose	Foundational
	Optimise Business Outcomes	Foundational
	Manage Reform and Change	Foundational

Group and Capability	Level	Behavioural Indicators
<b>Personal Attributes</b> Act with Integrity	Adept	<ul style="list-style-type: none"> <li>• Represent the organisation in an honest, ethical and professional way and encourage others to do so</li> <li>• Demonstrate professionalism to support a culture of integrity within the team/unit</li> <li>• Set an example for others to follow and identify and explain ethical issues</li> <li>• Ensure that others understand the legislation and policy framework within which they operate</li> <li>• Act to prevent and report misconduct, illegal and inappropriate behaviour</li> </ul>
<b>Relationships</b> Communicate Effectively	Adept	<ul style="list-style-type: none"> <li>• Tailor communication to the audience</li> <li>• Clearly explain complex concepts and arguments to individuals and groups</li> <li>• Monitor own and others' non-verbal cues and adapt where necessary</li> <li>• Create opportunities for others to be heard</li> <li>• Actively listen to others and clarify own understanding</li> </ul>

		<ul style="list-style-type: none"> <li>• Write fluently in a range of styles and formats</li> </ul>
<b>Relationships</b> Work Collaboratively	Adept	<ul style="list-style-type: none"> <li>• Encourage a culture that recognises the value of collaboration</li> <li>• Build cooperation and overcome barriers to information sharing and communication across teams and units</li> <li>• Share lessons learned across teams and units</li> <li>• Identify opportunities to leverage the strengths of others to solve issues and develop better processes and approaches to work</li> <li>• Actively use collaboration tools, including digital technologies, to engage diverse audiences in solving problems and improving services</li> </ul>
<b>Results</b> Think and Solve Problems	Adept	<ul style="list-style-type: none"> <li>• Research and analyse information, identify interrelationships and make recommendations based on relevant evidence</li> <li>• Anticipate, identify and address issues and potential problems and select the most effective solutions from a range of options</li> <li>• Participate in and contribute to team/unit initiatives to resolve common issues or barriers to effectiveness</li> <li>• Identify and share business process improvements to enhance effectiveness</li> </ul>
<b>Business Enablers</b> Technology	Adept	<ul style="list-style-type: none"> <li>• Identify opportunities to use a broad range of technologies to collaborate</li> <li>• Monitor compliance with cyber security and the use of technology policies</li> <li>• Identify ways to maximise the value of available technology to achieve business strategies and outcomes</li> <li>• Monitor compliance with the organisation's records, information and knowledge management requirements</li> </ul>