

ORCHESTRA COORDINATOR

DEPARTMENT: Artistic

REPORTS TO: Orchestra Manager

DIRECT REPORTS: N/A

ROLE

The primary function of this role is to support the Orchestra Manager with the management of the day-to-day running of the orchestra whilst ensuring the effective operation of all performances. The post holder will take the lead on ensuring the required numbers of players are available for calls by engaging casuals as required.

This role also provides additional support as required in office-based and production activities of the operations team to ensure appropriate set-up and production for rehearsals and concert activities.

RELATIONSHIPS

This role works closely with other members of the operations department to ensure orchestra activity is managed effectively. The post holder will have regular contact with both permanent and temporary/casual musicians and will, therefore, need to build and maintain relationships with these groups.

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 Manager.
- Morning, evening and weekend work may be required due to regular attendance at orchestral activities.
- A valid Working with Children Check.
- Ability to participate in the lifting and movement of musical instruments and other stage apparatus.
- 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

- Demonstrable previous experience working in a similar role with a professional orchestra.

- A detailed knowledge of the working practices and demands of a professional orchestra.
Ability to successfully meet competing deadlines.
- Willingness to be hands-on and apply a practical approach.
- Ability to work effectively within a small team.
- Highly developed interpersonal and communication skills, both written and verbal
- Ability to work proactively and independently.
- Experience in resolving difficult situations through negotiation.
- Ability to manage personal and sensitive issues in confidence.
- Ability to make decisions under pressure and to respond calmly to changing circumstances.
- Displays a high level of attention to detail and ability to multi-task.
- Intermediate or advanced knowledge of MS Word, Excel and Outlook.

Desirable

- A music degree or similar qualification desirable.
- Considerable experience of working within the administration of a professional orchestra.
- Experience of performing within an orchestral environment and understanding the needs of professional musicians.
- Experience using orchestral management software (OPAS, Arts Vision, Impresario).
- Experience in events management, in particular concerts and rehearsals.
- Ability to read, understand and interpret orchestrations and stage plans.

POSITION INFORMATION:

This position is being offered full-time (1FTE) on a permanent basis with a salary range of \$65,000-\$75,000. 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 06 September 2026.](#)

Interviews will commence as applications are received.

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