

MANAGER WESTERN SYDNEY CHOIRS

Reports to Location

Chorister Manager
Office: Wharf 4/5, 15 Hickson Road, Dawes Point NSW 2000
Regular rehearsal management and consultation in Western Sydney

Hours of Work

Full time, 5 days per week. Hours will comprise a combination of office administration time as well as time out of office hours spent at rehearsals, performances and events.

Internal Relationships

SCC Coordinator, Artistic Director, Associate Artistic Director, Artistic Producer, Operations Coordinator, Artistic Staff, Finance Manager, Accounts Administrator, Executive Director

External Relationships

Choristers, parents, cultural leaders and community members, school and community educators, musicians, sponsors, commercial hirers, venue staff, suppliers



GENERAL SUMMARY

Gondwana Choirs has under its umbrella some of Australia's finest choirs for young people including the Sydney Children's Choir, the Gondwana National Choirs and the Gondwana Indigenous Choir.

This role will manage and grow the SCC's Western Sydney program, and be an integral full-time member of the SCC team.

Gondwana Choirs' mission is to develop a unique Australian choral voice whilst providing training and opportunity for talented young Australians to perform with innovation and excellence alongside artists of the highest calibre in Australia and throughout the world.

We aim to identify the gifted young musicians across Australia and to provide them with the skills and the inspiration to achieve excellence in performance. We work to give them opportunities to perform with the leading artists of the nation and to represent Australia at major national and international events and to take quality Australian music to the world.

KEY RESPONSIBILITIES

The key responsibilities and associated duties of the position fall into the following main areas.

Strategic Planning

- Drive all program planning for the Western Sydney program, including calendar and budget management
- Ensure alignment with the strategic plan and company KPIs
- build relationships with collaborative artists and mentors in Western Sydney
- build relationships with venues, local media, and other key partners
- Provide statistics, imagery and copy for reporting to funders and new applications across all projects

Budget

- Create and manage the program budget, in consultation with artistic and management senior team

Operations

In collaboration with the SCC team, plan, set up and manage the operations of the Sydney Children's Choirs weekly program in Western Sydney:

- Manage all operational requirements for rehearsals and performances
- Plan and deliver annual weekend rehearsal camp & workshop days
- Ensure a high level of attendance at all activities, that artistic staff are made aware of any absences or relevant issues and that accurate records are maintained at all times
- Coordinate volunteer assistance for projects and rehearsals as appropriate
- Ensure supervision for all activities involving choristers meeting Gondwana Choirs' high standards of duty of care for choristers
- Ensure that all activities are compliant with the relevant Working with Children framework, and that all staff & volunteers have current clearance.

Communications

- Act as the point of contact for the organisation with choristers' parents/guardians and other stakeholders regarding Western Sydney SCC activities
- Ensure timely, accurate and friendly communication with schools, community members, sponsors, parents/guardians
- Ensure accurate and up to date records are maintained, including chorister information in the CRM
- Generate relevant reports for internal and external purposes

General operations & project management

- Work as part of the team for Sydney Children's Choir rehearsals, projects and performances as required.
- Assist with operational and logistics planning for new projects as required

Working With Children

- This job involves working with children
- As per the NSW Commission for Youth and Young People's employment screening process, Prohibited Persons are not permitted to apply
- A Working with Children Check will be carried out for all preferred applicants

HOW TO APPLY

To apply for this exciting opportunity, applicants are required to provide a written response demonstrating their capacity to address the 'Key Responsibilities', and also the 'Position Requirements & Competencies' – **maximum 2 pages**. Applicants who do not complete this part of the process will not be considered for interview. Applicants should also include contact details for three referees, and your CV.

Applications are to be addressed to Bernie Heard, Gondwana Choirs Executive Director at bernie.heard@gondwana.org.au by 9am Monday 18 January 2021, and be available for interview on Thursday 21 and Friday 22 January 2021.

POSITION REQUIREMENTS & SELECTION CRITERIA

Since the inception of the Sydney Children's Choir and then the Gondwana National Choirs & the Gondwana Indigenous Children's Choir, a particular performance style has developed. This open and honest style of musical performance is a reflection of our particular rehearsal techniques and most particularly our respect for the young people we work with. This same openness of communication and respect for both fellow staff (administration and artistic) and volunteers is central to the culture of the organisation.

Inherent requirements of all positions with Gondwana Choirs include:

- A passion for young voices and the innate artistry of young singers
- Participation in the strong sense of trust and respect that exists across the whole company, i.e. between artistic staff, administration staff, volunteers, parents and most importantly choristers
- Open and friendly communication with all staff, volunteers, choristers, parents and other stakeholders and the free exchange of information as appropriate
- The demonstration of a commitment to excellence and professionalism to all aspects of work
- The ability to create an environment of professionalism and excellence in the management of rehearsals and performances in which choristers can thrive and learn
- Support of the artistic staff in introducing new artistic skills and undertaking new and innovative performance projects with choristers
- Assistance in nurturing and developing the personal independence and maturity of the choristers
- Encouragement of the genuine efforts of choristers
- Excitement about and recognition of the progress of choristers at all levels of their musical development
- The nurturing and celebration of individuality within each chorister
- The understanding that in working with choristers, the best discipline is no discipline
- Energy, enthusiasm and an ample sense of humour!

The Manager Western Sydney Choirs must also have the following technical competencies:

- Excellent budget management skills
- Excellent project management skills
- Excellent communication skills (oral and written)
- Ability to prioritise and manage time effectively
- Excellent attention to detail
- Experience and enjoyment of working with children
- High proficiency in MS Word, Excel and Outlook
- The ability to perform manual labour (e.g. setting up rehearsals, moving chairs, carrying boxes of music etc)
- The ability to manage some irregular work hours (e.g. regular travel to Western Sydney for rehearsals and other engagements, weekends and overnight activity)
- A valid driver's licence
- Demonstrable experience working in collaboration and communication with multicultural and refugee communities.