

Position Description

Event and Program Manager Job Description

Part – time Position (0.6 FTE) Salary: \$55 000 - \$65 000 Pro Rata Plus Superannuation

The West Australian Youth Jazz Orchestra ('**WAYJO**') is Australia's premier youth jazz orchestra and one of Australia's longest running arts organisations. **WAYJO's** purpose is to create an environment that nurtures and inspires musicians through big band jazz training and professional performance opportunities. Our annual program consists of a variety of curated streams, including ticketed performances featuring local, national and internationally reputable guest artists, a balance of historic and new music programs, free community events, private and commercial hires, our Pathways Programs, regional tours, international exchanges and recordings

KEY RESPONSIBILITIES

1.1. Events and Programming

The Event and Program Manager will be required to coordinate the following and all incidental tasks reasonably associated with each:

- (a) Formation and Ongoing Support of our three 18-piece Bands
WAYJO produces three big bands each year. The role will involve organising the audition process, timetabling of rehearsals, communications within each band, respond to band members queries, continually monitor and address security and well being of band members.
- (b) Coordination of the Assistant Director Program and Composer-in-Residence Program.
- (c) Concert Production WAYJO stages 10 to 12 concerts in a normal year and responsibilities of the role range from programming, creating event plans, budgeting, researching and securing locations, ticketing, performance set up, negotiating quotes and agreements with vendors, booking technicians setting up, obtaining necessary permits, bumping in and out and ensuring the events run smoothly and deliver on event brief objectives. The role will develop appropriate feedback surveys and handle post-event reports.
- (d) Regional Tours
Full responsibility for the tours including musician attendance during tours, transport, driving a bus and trailer, accommodation, meals, liaising with councils/schools/booked locations, budgeting, capturing the sponsors requirements for the tour, and leading the face of brand **WAYJO** whilst on tour. Delivery of the tour on time and budget and managing the physical and psychological health of the band members.
- (e) Exchange program and visiting artists
Support and organisation of our active guest artist program and cultural exchange projects in Japan and the USA.
- (f) Corporate events
Liaising with event companies to schedule band members in various group configurations for performance at corporate events.

1.2. Leadership

The Event and Program Manager will:

- Be responsible for enabling high quality jazz events in line with the requirements of the Artistic Strategy of **WAYJO**.
- Be a front-line voice and face of WAYJO with band enquiries, regional tours, performances and events.

- Create a culture of inclusivity, care and safety within each band.
- Play a leadership role in relation to the future growth of **WAYJO** by enabling great performances by the bands.
- Encourage the audience have a great experience at events.
- Maintain productive relationships between **WAYJO** and technical service providers and performance location companies.

1.3. Financial Management & Organisation Administration

- Develop event budgets and report on each event as directed by the General Manager.
- Establish and maintain effective communication tools between WAYJO and band members.
- Liaise between the administrative team or WAYJO and band members to provide a means of open, clear and friendly communication.
- Support the musical directors to develop strategies to enhance connections between band members.
- Deliver events and tours on budget and at a high standard.

2. GENERAL

- The role is responsible to the General Manager.
- The role works very closely with the General Manager, Artistic Director, Operations Coordinator Business Development Manager, Marketing team, Bookkeeper and Music Directors.
- The role must update senior management regularly and occasionally submit written reports when requested by the General Manager. They may also be required to present to the WAYJO Board from time to time.
- The Event and Logistics Manager will be based in WAYJO's office in Maylands where the office and rehearsals happen. The role holder will be required to complete office administration to assist in the completion of key responsibilities.
- The role holder will carry out responsibilities in a way that enhances WAYJO's image, communicates WAYJO's strategies, reinforces corporate relationships and amplifies visibility.
- The Events and Program Manager will demonstrate creativity, excellent organizational skills, interpersonal skills, multi-tasking capability and excellent time management.
- The Events and Program Manager will manage WAYJO's events' calendar.

SKILLS & KNOWLEDGE REQUIREMENTS

Essential Criteria

- Demonstrated understanding of a performing arts, music or similar organisation
- Experience managing events.
- Excellent communication and advocacy skills and the ability to build strong relationships
- A broad understanding of the aspects to staging events
- Basic knowledge of stage set-ups, lighting, sound systems, recording, etc. and collaborating with audio engineers
- Proficiency with and flexibility to learn new software.
- Working With Children Check or willingness to get one
- First Aid Certificate or willingness to get one
- Driver's License

- Police Clearance or willingness to get

Desirable Criteria

- Experience or qualifications in Arts Management or Performing Arts
- Music knowledge
- A capacity to capture amateur photos and short video grabs and contribute to social media campaigns is desirable.

Personal Attributes

- Ability to adapt and to be flexible
- High level of initiative
- Confident and well-articulated when working with locations, guest artists and sponsors
- Work well and communicate with young people
- Ability to contribute to a positive office environment

Flexible working arrangements

The successful applicant will be required to regularly work outside of normal working hours, including both on evenings and weekends to support WAYJO's performances. Provision will be made for flexible working arrangements equivalent to these obligations at mutually agreed times. Provision can also be made over the Christmas and New Years period to offer time in lieu for any unclaimed additional time taken for these events.