

Position Description

Operations Coordinator Job Description

Part – Time Position (0.4 FTE) Salary: \$45 000 to \$50000 Pro Rata Plus Superannuation, with potential for growth

The West Australian Youth Jazz Orchestra ('**WAYJO**') is Australia's premier youth jazz orchestra. **WAYJO's** purpose is to create an environment that nurtures and inspires musicians through big band jazz. 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, a pathways program, regional tours, international exchanges, recordings and commissioning.

The Operations Coordinator plays a vital role in ensuring the smooth-running of the organisation, and is usually the first point of contact with the public. They are the key point of contact between the WAYJO office, band members and artistic team.

1. KEY RESPONSIBILITIES

1.1. Coordinate WAYJO's Education Program Pathways

The WAYJO Pathways Program is an important component of WAYJO's annual program. WAYJO tailors events to the needs of audiences, from young children to high school students and their teachers, with performances and workshops designed to suit most educational requirements.

WAYJO invites schools to engage with our musicians and leverage their talent and experience to create quality experiences that enrich classroom or private teaching. The WAYJO Pathways Program is an important component of WAYJO's annual program.

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WAYJO invites schools to engage with and leverage our musicians' talent and experience to create quality experiences that enrich classroom or private teaching.

The Operations Coordinator will coordinate WAYJO's Pathways Programs in collaboration with key tutors and Music Directors and will be required to manage the following and all incidental tasks reasonably associated with each:

(a) WAYJO Northern Corridor Training Band

WAYJO Northern Corridor (NC) visits the Northern suburbs to develop young musicians who have an interest in playing Jazz and Contemporary Music styles on their instrument. School students' years 7 - 12 are welcome.

(b) Progressions

WAYJO run a series of workshops and performances for students in years 7-12 encouraging the exploration and development of skills in jazz and improvisation.

(c) School Concerts and Workshops

WAYJO's Schools Concerts & Workshops are purpose built for high school and primary school students to experience big band jazz in a relaxed environment, designed to bring concepts from the classroom to life.

1.2. Office Coordination

The Operations Coordinator will

- Assist the Event & Program Manager to hold annual auditions for the WAYJO bands and notify successful and unsuccessful auditionees.
- Respond to enquiries about school visits, performances, events and the Pathways Program.
- Assist with marketing logistics for WAYJO's Pathways Program and school events.
- Support the smooth running of the WAYJO office including maintenance of equipment and stationery supplies.
- Undertake general office duties.
- Liaise between the administrative team or WAYJO and band members to provide a means of open, clear and friendly communication.

2. GENERAL

- The role is responsible to the General Manager.
- The role works very closely with the General Manager, Artistic Director, Event and Program Manager, Business Development Manager, Marketing team, Bookkeeper and Music Directors.
- The role must update senior management regularly and provide written reports when required by the General Manager.
- The Operations Coordinator 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 Operations Coordinator will demonstrate initiative, excellent organizational skills, interpersonal skills, multi-tasking capability and excellent time management.

SKILLS & KNOWLEDGE REQUIREMENTS

Essential Criteria

- Demonstrated understanding of performing arts, music or similar organisation
- Excellent communication skills
- Demonstrated experience in office management and administration
- Highly competent computer skills in Word, Excel and social media and an ability to adapt to new programs as required
- High level organisational skills, including the ability to multi-task and effectively create and maintain records
- Excellent written and verbal communication and interpersonal skills;
- Positive workplace attitude and ability to work in a small team environment;
- 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 one

Desirable Criteria

- Basic music knowledge
- Relevant experience working with young people and/ or in the arts.

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.