

# POSITION DESCRIPTION

AUGUST 2024

**Role** PRODUCTION COORDINATOR  
**Department** OPERATIONS & PRODUCTION  
**Reports to** DIRECTOR OF OPERATIONS & PRODUCTION

## PURPOSE

*The Operations & Production department is committed to working together to deliver all SSO concerts and events to a standard of excellence.*

*The Production Coordinator supports the delivery of the physical setting for SSO rehearsals and performances to the highest standard, on time and within budget. The Production Coordinator is jointly responsible for ensuring that the on-stage presentation of SSO concerts and activities is realised to a standard of excellence.*

*The Production Coordinator has an awareness of Work Health & Safety issues, assists with asset management, and may be called upon to act as Assistant/Stage Manager when required.*

## KEY RESPONSIBILITIES

### *Concerts & Events*

- Assist the Production Managers in the planning and staging of projects.
- Undertake all production and staging preparations for orchestra activities.
- Engage with Production team peers and other stakeholders to integrate artistic expectations and technical requirements on stage.
- Work with the SSO Librarians to coordinate the collection and distribution of music scores.
- Assist recording and broadcast crews to ensure stage preparations meet requirements.
- Build and leverage positive working relationships with technical and production counterparts.
- Liaise with and coordinate venue technical and production staff, as required.
- Supervise casual SSO Production Assistants, as required.
- Attend team, inter-departmental, and external stakeholder planning meetings.
- Participate in the planning of tours, and tour with the Orchestra as required.

### *Work Health & Safety*

- Ensure all actions on stage at each venue comply with Workplace Health & Safety requirements and Safety Risk Assessments and manage risks accordingly.
- Assist with risk mitigation measures and report safety issues to the Production Managers or venue Stage Manager.

### *Asset Management*

- Assist the Production Managers with the management of equipment and instruments, including storage, procurement and maintenance.
- Arrange instrument and equipment moves as directed by the Production Managers. Prepare for collection and assist with loading and unloading of instruments and equipment, if required.
- Assist with the annual audit of SSO-owned instruments and equipment.

### *Assistant Stage Manager*

- Undertake relief Stage Management duties for rehearsals and performances as rostered.
- Under the supervision of the Stage Manager, plan and manage the show-running requirements for projects as assigned.
- Manage show stop events.
- Ensure Safety Inductions take place before the commencement of work in each new venue or situation.
- Undertake training and serve as the Emergency Warden for SSO at venues where rehearsals, performances and other events take place.

#### *Other Duties*

The Production Coordinator may be allocated other duties as required and within the scope of their training and capacity.

### **DEVELOPMENT**

The Production Coordinator will be assigned responsibilities tailored to leverage the specific individual strengths, skills and interests they bring to the role. The Production Coordinator will work with the Director of Operations and Production Managers to determine opportunities for bespoke project ownership.

### **HOURS**

The Production Coordinator is a rostered position that involves significant evening and weekend work. The role also requires touring with the Orchestra as assigned. The Production Coordinator works as part of a team but may also be assigned to work unaccompanied.

### **LOCATION**

Locations of work include the Lilyfield storage facility, Sydney Symphony Orchestra rehearsal and concert venues, and The Sydney CBD Administration Office.

### **QUALIFICATIONS & EXPERIENCE**

- Demonstrated successful experience in stage coordination in professional classical and/or commercial productions. Experience in touring professional productions is advantageous
- Excellent planning and organising skills
- Ability to work well under pressure
- Time-critical problem-solving skills
- Good verbal and written communication skills
- Strong teamwork and interpersonal skills
- Proven ability to work well with creative and artistic personnel
- Proven ability to work equally well in a team environment as well as independently
- Demonstrated comprehension of stage and back-stage workplace health and safety issues
- Experience in Work Health & Safety compliance in live performance
- Experience in supervising people desirable
- Confidence with manual handling tasks
- Computer literate including Microsoft Office
- Experience with CAD/VectorWorks & data base systems (e.g. OPAS) desirable
- A knowledge and interest in classical music
- Current NSW Driver's licence

### **CAPABILITIES**

All Sydney Symphony employees must demonstrate the following professional capabilities in their job roles. Depending on the level of job role seniority, employees work towards Foundational, Intermediate, Adept, Advanced or Highly Advanced skills in each capability area through annual performance review assessments and ongoing professional development and coaching from supervisors, mentors and peers.

## PERSONAL ATTRIBUTES

1. **Display Resilience and Courage:** Be open and honest, prepared to express your views, and willing to accept and commit to change
2. **Act with Integrity:** Be ethical and professional, and adhere to the Sydney Symphony Values
3. **Manage Self:** Show drive and motivation, a measured approach and a commitment to learning
4. **Value Diversity:** Show respect for diverse backgrounds, experiences and perspectives



## RELATIONSHIPS

1. **Communicate Effectively:** Communicate clearly, actively listen to others and respond with respect
2. **Commit to Customer Service:** Provide customer centric services in line with Sydney Symphony service and organisational objectives
3. **Work Collaboratively:** Collaborate with others and value their contribution
4. **Influence and Negotiate:** Gain consensus and commitment from others and resolve issues and conflicts



## RESULTS

1. **Deliver Results:** Achieve results through efficient use of resources and a commitment to quality outcomes
2. **Plan and Prioritize:** Plan to achieve priority outcomes and respond flexibly to changing circumstances
3. **Think and Solve Problems:** Think, analyse and consider the broader context to develop practical solutions
4. **Demonstrate Accountability:** Be responsible for own actions, adhere to legislation and policy and be proactive to address risk



## BUSINESS ENABLERS





1. **Finance:** Understand and apply financial processes to achieve value for money and minimise financial risk
2. **Technology:** Understand and use available technologies to maximise efficiencies and effectiveness
3. **Procurement and Contract Management:** Understand and apply procurement processes to ensure effective purchasing and contract performance
4. **Project Management:** Understand and apply effective planning, coordination and control methods



## PEOPLE MANAGEMENT

1. **Manage and Develop People:** Engage and motivate staff and develop capability and potential in others
2. **Inspire Direction and Purpose:** Communicate goals, priorities and vision and recognise achievements
3. **Optimize Business Outcomes:** Manage resources effectively and apply sound workforce planning principles
4. **Manage Reform and Change:** Support, promote and champion change, and assist others to engage with change



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

Group and Capability	Level	Behavioural Indicators
<b>Personal Attributes</b> Manage Self	Adept	<ul style="list-style-type: none"> <li>Keep up to date with relevant contemporary knowledge and practices</li> <li>Look for and take advantage of opportunities to learn new skills and develop strengths</li> <li>Show commitment to achieving challenging goals</li> <li>Examine and reflect on own performance</li> <li>Seek and respond positively to constructive feedback and guidance</li> <li>Demonstrate and maintain a high level of personal motivation</li> </ul>
<b>Relationships</b> Communicate Effectively	Intermediate	<ul style="list-style-type: none"> <li>Focus on key points and speak in plain English</li> <li>Clearly explain and present ideas and arguments</li> </ul>

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none"> <li>Listen to others to gain an understanding and ask appropriate, respectful questions</li> <li>Promote the use of inclusive language and assist others to adjust where necessary</li> <li>Monitor own and others' non-verbal cues and adapt where necessary</li> <li>Write and prepare material that is well structured and easy to follow</li> <li>Communicate routine technical information clearly</li> </ul>
<b>Relationships</b> Work Collaboratively	Intermediate	<ul style="list-style-type: none"> <li>Build a supportive and cooperative team environment</li> <li>Share information and learning across teams</li> <li>Acknowledge outcomes that were achieved by effective collaboration</li> <li>Engage other teams and units to share information and jointly solve issues and problems</li> <li>Support others in challenging situations</li> <li>Use collaboration tools, including digital technologies, to work with others</li> </ul>
<b>Results</b> Think and Solve Problems	Intermediate	<ul style="list-style-type: none"> <li>Identify the facts and type of data needed to understand a problem or explore an opportunity</li> <li>Research and analyse information to make recommendations based on relevant evidence</li> <li>Identify issues that may hinder the completion of tasks and find appropriate solutions</li> <li>Be willing to seek input from others and share own ideas to achieve best outcomes</li> <li>Generate ideas and identify ways to improve systems and processes to meet user needs</li> </ul>
<b>Results</b> Demonstrate Accountability	Intermediate	<ul style="list-style-type: none"> <li>Be proactive in taking responsibility and being accountable for own actions</li> <li>Understand delegations and act within authority levels</li> <li>Identify and follow safe work practices, and be vigilant about own and others' application of these practices</li> <li>Be aware of risks and act on or escalate risks, as appropriate</li> <li>Use financial and other resources responsibly</li> </ul>
<b>People Management</b> Manage and Develop People	Foundational	<ul style="list-style-type: none"> <li>Clarify the work required, and the expected behaviours and outputs</li> <li>Clearly communicate team members' roles and responsibilities</li> <li>Contribute to developing team capability and recognise potential in people</li> </ul>

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none"><li>• Recognise good performance, and give support and regular constructive feedback linked to development needs</li><li>• Identify appropriate learning opportunities for team members</li><li>• Create opportunities for all team members to contribute</li><li>• Act as a role model for inclusive behaviours and practices</li><li>• Recognise performance issues that need to be addressed and seek appropriate advice</li></ul>