

Artistic Convenor - Job Description

(as at June 2020)

Organisational context

Music for Canberra (MfC) is an ACT Government Key Arts Organization and registered charity operating music education programs that also includes choirs, orchestras, ensembles and mixed ability classes.

Organisational structure

General Manager, Artistic Convenor, Office Administrator, Marketing Manager, Accountant, Tutors, Conductors and Orchestra Managers and a team of volunteers. The Artistic Convenor reports to the General Manager, and has responsibility for delivery of artistic programs and activities within financial and strategic parameters set by the General Manager and the Board. The Artistic Convenor manages the tutors, conductors, orchestra managers and those delivering artistic programs (collectively referred to as artistic staff) and activities under the oversight of the General Manager.

The *Artistic Subcommittee* provides guidance to the Artistic Convenor on strategy in relation to artistic programs and activities.

Our mission statement

With a commitment to music education and live performance, Music for Canberra provides access to high quality, inspiring, innovative and diverse musical experiences for people of all ages, backgrounds and abilities, particularly in the ACT and surrounding regions

Position description

The key responsibilities of the Artistic Convenor will be to:

1. Lead the design and delivery of artistic programs and innovative activities to support implementation of the strategic goals and KPIs of MfC. These programs and activities should encompass both excellence and community streams.
2. Contribute to the development and/or renewal of MfC's artistic strategy as determined by the Board.
3. Provide written reports on progress, key issues, successes and challenges in implementing the programs and activities to the GM and the Board.
4. Prepare the budgets for the artistic program and key projects (including staffing) for approval by the General Manager and seek to make most beneficial use of resources available.
5. Establish a performance plan and processes for all artistic areas to implement the artistic program and key projects in accordance with the budget, with full input from the teaching and conducting staff, keeping the General Manager informed of developments.
6. Develop curatorial, employment and implementation plans to support the delivery of the artistic program in accordance with the budget.
7. Facilitate inclusion of a broad range of people of all ages and abilities in programs and activities.
8. Ensure MfC programs are of an appropriate and enriching quality and provide a range of performance opportunities and that the repertoire is appropriate for the ages and abilities of students. Assure a graded progression through orchestras and youth choirs.
9. Ensure staff have support to find appropriate repertoire for their individual student or group.
10. Establish a method of receiving regular feedback from artistic staff and members.
11. Cross promote and create opportunities for groups under the MfC umbrella to work together.
12. Plan and oversee concerts and performances as well as Open Day and other events in conjunction with the relevant artistic staff, subject to budget or other constraints.
13. Be responsible for recruitment of high-quality teaching staff, conductors and orchestra managers, subject to budget or other constraints.
14. Manage artistic staff, including conduct performance reviews, recommend professional development opportunities, and explore and develop new opportunities for performance, lessons, or other activities.
15. Maintain a deep understanding of the music and related arts-eco system in the ACT and surrounding regions. This shall include the need for an understanding of potential staff and collaboration partners, as well as developing ways for MfC to remain a key player and to expand our footprint within the sector

through consolidation of existing programs or addition of new programs subject to budget or other constraints.

16. Liaise with, advise and support artistic staff and others involved in each of MfC's artistic programs.
17. Assist the General Manager on the development and implementation of MfC's corporate image, marketing and publicity strategies.
18. Increase exposure of the MfC brands through performances and participation at events organized or affiliated with the ACT Government and others.
19. Assist the General Manager with sponsorship/business development, fundraising and strategic partnerships.
20. Where the General Manager or Chair has delegated responsibility, represent MfC to media, other arts organizations and major stakeholders in conjunction with the General Manager.
21. Work collaboratively to promote ticketed performances to maximize ticket sale income and audience size for the relevant venue.
22. Oversee the music library and instrument collections subject to budget or other constraints.
23. Be responsible for all matters relating to auditions.
24. Lead dispute resolution for any artistic issues.
25. Maintain a strong presence within the organization, attending events as well as rehearsals and classes.

Attributes

- Strong people skills: liaison skills, leadership, stewardship, motivation, empowerment, management and staff development. Works well in small team environments.
- A collaborative approach
- Effective at planning and delivering performance and/or education programs, both short and long-term
- Has affinity with, and ability to relate to, target constituency (eg young families)
- Results-focused
- Strategic thinking skills
- Promotes and demonstrates organisational values
- Communicates effectively, and has strong influencing and negotiation skills
- Strong networks across art forms and ability to develop formal and informal networks and productive relationships to support the strategic goals of MfC.
- Proactive approach to capitalising on their own personal strengths and addressing their weaknesses.
- At the forefront of current thinking and developments in the arts sector and more broadly
- Confident approach to artistic programming and management and knowledge of varied art forms

Compulsory requirements

Prior to commencement of position:

- Australian citizen or visaholder with right to work in Australia
- Working with Vulnerable People registration

Preferred qualifications and experience

- Tertiary qualifications in music
- Practical experience with orchestras, ensembles and music groups
- Events management experience