



Production Assistant (0.6 FTE)

About the Adelaide Youth Orchestras

Each year Adelaide Youth Orchestras (AdYO) provides world-class development programs and career pathways for South Australia's brightest young musicians. AdYO services and supports 300 young musicians in weekly rehearsals during school terms across five orchestras (Youth Orchestra, Wind Orchestra, Sinfonia, Junior Winds, and Youth Strings), as well as our Percussion and Chamber ensembles. We present around 20 concerts each year and our ensembles and orchestras perform in schools for thousands of children and young people. Over the past 21 years, AdYO has supported almost 2,000 young musicians.

Vision

To be recognised as the leading Australian youth orchestra, giving young South Australians the opportunity to attain the highest standard of musical performance.

Mission

To provide talented young South Australian musicians with orchestral training, life skills and education in a safe, empowering and joyful environment.

Values

- We aspire to be excellent in all that we do.
- Creativity, passion, teamwork, commitment and enjoyment will underpin all our activities.
- We demonstrate integrity and accountability at all times.
- We aim to be accessible to performers and audience members who in normal circumstances might be unable to participate in our activities.
- We recognise the contribution of everyone who supports our activities, including players, paid staff and volunteers, our supporters and funders, and the wider community.

For more information about Adelaide Youth Orchestras, please visit www.adyo.com.au or our [Facebook page](#).

Position Summary

The Production Assistant will play a vital role in the seamless execution of AdYO's weekly rehearsals, concerts, and events. Reporting directly to the Operations Manager, the successful candidate will work closely with the artistic and administrative teams to ensure the smooth production of high-quality musical experiences for AdYO's young musicians.

Key Responsibilities

1. Rehearsal Support

- Assist in the administration, coordination, and set-up of weekly rehearsals for AdYO's various orchestras and ensembles.
- Provide logistical support to the Operations Manager, conductors, volunteers, and other production staff during rehearsals.
- Act as primary supervisor while onsite with members, with a strong focus on child-safety.

2. Concert and Event Production

- Work closely with the Operations Manager and the artistic team to plan and execute concerts and events.
- Coordinate logistical aspects of concert production, including stage management, front of house, equipment, and artist requirements.
- Assist in the creation and distribution of production schedules and timelines.
- Assist in any ticket enquiries or questions.
- Provide support during performances, addressing any on-the-day logistical challenges.
- Collaborate with external vendors and venues to ensure smooth coordination of events.

3. Administrative Support

- Assist in the preparation and distribution of production-related documents.
- Contribute to post-event evaluations and identify areas for improvement.
- Assist in the administration and enquiries into memberships, yearly auditions and other public enquiries.
- Other duties as required to ensure smooth running of the office and organisation
- Assisting the Executive Director as required.

Qualifications:

- Previous experience in event or production coordination.
- Strong organisational and multitasking abilities.
- Excellent communication and interpersonal skills.
- Strong IT knowledge, especially in the Microsoft ecosystem is preferred.
- Knowledge or interest in orchestral music and the performing arts.
- A current Working with Children Check or must be eligible to hold one.
- Ability to work flexible hours, including evenings and weekends as required.

Appointment Conditions

Reporting to:	Operation Manager
Salary (Full-time):	\$65,000 FTE
Position Type:	Permanent Part-time
Hours per fortnight:	45 hrs per fortnight – flexibility with hours and days can be discussed
Location:	Adelaide, South Australia
Contract start date:	Commencing January, 2024. All positions are subject to a probationary period, to be defined as three months in accordance with the Fair Work Act 2009 (Cth).

Application

To make an enquiry about this position, please contact Nic Jeffries, AdYO Executive Director, at nic@adyo.com.au.

Before submitting your application, please ensure:

- You meet the essential criteria
- You have carefully reviewed this position information pack and ensure that you understand the role you are applying for and that it is suited to your skills, experience and qualifications.
- That your cover letter is AdYO's first opportunity to assess your suitability for the position. Your letter should provide insight into not only what you have achieved but also who you are.
- That you have addressed the selection criteria in your cover letter.
- Your resume clearly outlines your qualifications (including the institution and the date completed), career history and current contact details.
- You will need to include at least two referees at the end of your resume. Please provide referees' names and current positions.

Applications, cover letters and resumes for this position will only be accepted on Seek.

Applications for this position close: Monday 22 January, 2024.

Adelaide Youth Orchestras is an equal opportunity employer. We encourage applications from candidates of all backgrounds and experiences.