Southern Stars – Orchestra Manager 2023

| EOI | Position |
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| **Title** | Orchestra Manager – Southern Stars 2023 |
| **Description** | Expressions of interest are invited for the voluntary position of Orchestra Manager for Southern Stars 2023.  |

Southern Stars is an annual arena spectacular held in the WIN Entertainment Centre, Wollongong with audiences of 12,000 each year. Open to all NSW public school students, it is a powerful, inspiring and energetic show featuring vocalists, dancers, circus performances, drama students and a mass choir to a live orchestra.

Since 2001, more than 50,000 public school students have been given the unforgettable opportunity to experience performing in the event. Southern Stars has cemented itself as a highlight in many schools’ annual calendar.

Staff involved give freely of their time in a **voluntary capacity.** Staff relief is paid for days when the successful candidate is required to attend rehearsals and show week. The majority of the rehearsals take place on the weekend and school holidays. Show week would require four days commitment and school holidays and weekend rehearsals approximately 20 days.

The event takes place in Wollongong although members of the current team reside all of NSW. Meetings currently take place online, with rehearsals based in Wollongong.

Southern Stars 2023 will commence the creative process shortly. The successful candidate would be required to commit until August 2023. The Orchestra Manager may have the option to renew their position in 2024.

**Role Description**

Orchestra Manager as required:

* Manage the duty of care of all Orchestra students at rehearsals and in Show Week.
* Liaise with Operations Manager regarding Risk Management procedures, medical documentation and other Departmental requirements.
* Manage the rehearsal process.
* Keep accurate rolls and records.
* Distribute repertoire as supplied from the Musical Director/Creative Director.
* Provide first aid as required to Orchestra students during rehearsals
* Set up venues prior to rehearsal and ensure rehearsal venues are left clean and locked.
* Maintain clear communications with parents including Facebook updates and replies.
* Induct all musicians regarding organisation during show week
* Liaise with music team during the show week to ensure their needs are met
* Attend scheduled SSPC meetings and report on activities associated with Orchestra.
* Liaise with Musical Director and Music Librarian to ensure copyright requirements are met

**Essential Criteria**

* Teaching qualifications and/or recent school or performance-based experience.
* Demonstrated understanding of large-scale productions and expertise in one or more areas of the production.
* Excellent interpersonal, communication and organisational skills.
* Demonstrated willingness to work collaboratively with the Southern Stars Team.
* Ability to work outside regular school hours and attend creative and production team meetings, auditions, weekend rehearsals, mass rehearsals and show week as required.

**To Apply**

Attach a maximum of one additional page addressing the selection criteria and email to Sharon Buikstra, Operations Manager, Southern Stars, at southern.stars@det.nsw.edu.au by **4.00 pm, Friday 22 October 2022**

One of the referees listed must be the applicant’s current principal or supervisor for non-school based teaching staff.

| More information\* | Response |
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| **Related link** | [Southern Stars - The Arena Spectacular](https://www.southernstarsarenaspectacular.com/)  |
| **Page or document title** | Southern Stars website |
| **Contact name or team name** | Sharon Buikstra  |
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| **Contact phone number** | 0419 402 033 |