

JOIN US!

Western Australian Charity Orchestra Inc.



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| POSITION | Ensemble Coordinator |
| TERM | Permanent Part Time |
| HOURS | 10 hrs per week |
| CLOSING DATE | Friday 4th July 2025 |
| CONTACT | info@waco.org.au / 0404 022 785 |

ABOUT YOU

Our ideal Ensemble Coordinator will be approachable, professional and possess excellent communication skills with a variety of stakeholders. Their approach will be solutions focused, as they complete multiple administrative tasks with attention to critical performance deadlines.

It is essential they are proactive, highly organised and possess great attention to detail. Our Ensemble Coordinator will be able and willing to be flexible with their time based on peak operational times during the year, including audition and concert seasons. This role will be able to work extra hours as needed and negotiated in advance.

ABOUT THE ROLE

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| Purpose of role | To provide efficient and effective administrative assistance to the organisation, enabling the smooth planning and coordination of events. |
| Main duties and responsibilities | <p>Coordinate all administrative matters relating to concerts and events, including:</p> <ul style="list-style-type: none">• Management of record keeping relating to each ensemble, including attendance, absences and following up ensemble members to ensure compliance with our rehearsal policy.• Assist with musical library duties, including collation of rehearsal repertoire, practice copies, record keeping of repertoire parts and following up outstanding parts from members.• Collation and preparation of audition materials for each ensemble, including record keeping of auditionees, preparing scoring documents, processing received auditions electronically, sending out offers to ensemble members. |

- Coordinate and organise chamber ensembles for out-reach programs including collation of rehearsal repertoire, booking rehearsals and organising performances.
- Preparation of forms, communications and other administrative materials as required.
- Provide general administration assistance to the Music Director as required.
- Attending monthly committee meetings in person or online (usually held on weekends), and supporting the committee by assisting with management of key tasks/outcomes.
- Assist in organising office space and inventory, and general administrative tasks and errands as required.

Hours & Location

This position is part time, requiring a minimum of 10 hours per week. This includes 5 hours from home, and 5 hours in our office every Thursday (15 minutes north of Perth's CBD).

IDEAL SKILLS & EXPERIENCE

Qualifications/ Experience

- No formal qualifications are necessary for this position. A qualification in music performance and/or business operations is desirable but not essential.
- Experience with creating social media content is desirable but not essential.
- Prior experience working within an administrative or operational capacity is highly desirable.
- Experience working with Google Workplace, Xero, Canva and WordPress is preferable but not essential.

Skills & competencies

- **Organisational and administrative capabilities:** Must possess a strong, focused approach to administrative processes, record keeping and an ability to tailor processes to suit the needs of the organisation.
- **Communication:** the ability to communicate clearly and concisely, varying communication style depending upon the audience.
- **Creativity:** has an eye for good design, and an ability to keep content cohesive and aligned with our branding.
- **Attention to detail:** excellent attention to detail and written skills when communicating with others, both internally and externally, and when taking and maintaining organisational records.
- **Teamwork:** willingness to assist and support others as required and get on with team members.
- **Time management/organisation:** accomplish objectives effectively within given time frames and carry out administrative duties in an efficient and timely manner.

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| Personal attributes | <ul style="list-style-type: none"> • Professional approach to their duties and manner with people. • Ability to work (at times) under pressure. • Organisational and time management skills. • Excellent attention to detail. • Confident manner. • Positive/flexible approach to change. |
| Other | <ul style="list-style-type: none"> • Applicants should hold a current Driver's Licence. • Flexibility in work schedule and hours is required due to the nature of our organisation's activities. |

APPLICATION PROCESS

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| Applications | <p>Interested applicants must send an email to the address below, including:</p> <ul style="list-style-type: none"> • An attached PDF of their CV • A brief message outlining their interest • Their available start date |
| Closing Date | Applications close 4th July 2025 |
| Contact | Applications or requests for additional information must be sent to info@waco.org.au (mob. 0404 022 785). |

ABOUT THE ORGANISATION

The Western Australian Charity Orchestra Inc. (WACO) is a not-for-profit music organisation dedicated to *changing lives through music*. Our mission is to create memorable, inspiring performances for audiences and musicians alike, acknowledging the power for music to improve our overall health and wellbeing. We provide opportunities for our 200+ members to make a difference in our community.

WACO has been creating life-changing performances for the Perth community since 2008. Our size and number of ensembles has grown, now including the newly renamed West Coast Philharmonic Orchestra, West Coast Philharmonic Chorus and the award-winning Western Australian Wind Symphony. We are dedicated to bringing music to our community through our ticketed concerts and free public performances throughout Perth, including the Perth Concert Hall, Government House Ballroom and Perth Convention & Exhibition Centre.