



TOBAGO HOUSE OF ASSEMBLY
POSITION DESCRIPTION
CONTRACTUAL POSITION

JOB TITLE: ORCHESTRA COORDINATOR

JOB SUMMARY:

The Orchestra Coordinator is responsible for ensuring that the scheduling and production of all orchestra events (concerts, rehearsals, tours and special events) run smoothly, effectively and in a financially responsible manner. The incumbent also functions as a liaison between the orchestra and the rest of the Tobago Performing Arts Company and other key stakeholders as required. The incumbent must work closely with the Music Director and other key personnel to ensure production and events run smoothly.

REPORTS TO:	Music Director/Conductor, Tobago Orchestra
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SUPERVISION GIVEN TO:	Orchestra Librarian/Digital Archivist, other staff as required.
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DUTIES AND RESPONSIBILITIES:

Concert Production

- Plan and administer all concert production activities of the orchestra, including facility and equipment rental, staging requirements, and other logistical arrangements.
- Co-ordinate activities with other Departmental Heads, personnel and artistic staff as required.
- Supervise orchestra set-up for rehearsals, concerts and co-ordinate with Music Director/Conductor regarding special set-up requirements.
- Conduct early backstage visit, or arrive backstage early to check all preparations, inform orchestra personnel, stage manager or stage technician of any last-minute changes, and determine actual starting time of concerts.
- Confirm arrangements with recording engineer for any taping of concerts.
- Arrange for guest artist hospitality.

Scheduling

- Prepare the orchestra' master schedule by working with the Music Director/Conductor and to achieve artistic goals while maximizing services for financial benefit.
- Determine feasible schedules for special events such as tours, recordings, and outreach programs.
- Book the necessary facilities.

Tours and Run-outs

- Organize and produce all orchestra tours and concerts.
- Act as liaison with the orchestra's booking agent in developing, scheduling, and budgeting presenters for concerts.
- Assist in communication with Orchestra Tour Committee.
- Plan logistics, schedules, book hotel and airline reservations, prepare manifests, rooming lists, billing, and tour handbook. Escort orchestra on tour; assure that all plans are properly executed.
- Make special arrangements for guest artist travel and hospitality.

Master Agreement /Contracts

- Provide recommendations to management's negotiating teams for agreements and contracts.
- Research specific issues as requested by the negotiating team; determine financial impact of proposed changes.
- Propose changes to agreements and strategies for achieving and implementing those changes.
- Interpret, implement, and uphold terms of the master agreement and other collective bargaining agreements; research background and precedent where discrepancies in interpretation occur.
- Incorporate new terms of agreements in all scheduling and logistical planning; monitor compliance.

Orchestra Personnel

- Together with Music Director/Conductor, meet with the Orchestra Committee to share information and discuss issues of concern; respond to orchestra member requests for information on scheduling and working conditions.
- Follow-up on all requests in a timely manner; help promote positive relations between the orchestra and the Tobago Performing Arts Company.
- Ensure best possible physical working conditions for the orchestra in all situations.

Administrative

- Together with CEO and Financial Manager, develop and monitor budgets for all production and touring activities.
- Maintain appropriate cost controls while maintaining artistic integrity and upholding the master agreement.
- Hire, train, manage and evaluate performance of all production staff.
- Work with procurement personnel in the procurement of supplies, licenses, equipment and services for operations purposes. Maintain inventories of property and supplies, making periodic checks for reports to the CEO.
- Serve as part of senior management team to assist the CEO in setting and implementing administrative and artistic policies established by the Board.

- Work closely with Administrative and other designated staff in long-range planning for the Tobago Performing Arts Company and prepare budget projections as needed.
- Co-ordinate with the artistic staff in planning programmes.

Other

- Co-ordinate logistical arrangements for all special events and projects.
- Co-ordinate production requirements, timings and special needs for broadcasts.
- Serve as liaison to record producers and engineers to arrange schedule and technical requirements for recording sessions.
- Co-ordinate activities for special projects involving use of the auditorium, stage crew, and/or orchestra players, and liaise or work with key Departments as required.
- Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE:

- Knowledge Project Coordination techniques.
- Knowledge of Orchestra Coordination.
- Knowledge of the laws, rules and regulations applicable to the work of the Division of Tourism, Culture and the Arts.

SKILLS AND ABILITIES:

- Skills in planning, organizing, coordinating and implementing programmes.
- Excellent written and verbal communication skills.
- Highly developed critical thinking, leadership and time-management skills.
- Sound organization, administration, communication and interpersonal skills.
- Results oriented.
- Ability to network with other agencies and to establish and maintain effective working relationships with strategic stakeholders.
- Ability to lead a team, and liaise with a cross section of partners.
- Ability to set priorities, organize workload, handle multiple responsibilities and meet deadlines within a fast paced movement environment.
- Ability to accept responsibility and account for his or her actions.
- Ability to inspire and work in a team.
- Ability to work varied days and hours including early mornings, late nights, weekends, holidays and long hours as required.

MINIMUM EXPERIENCE AND TRAINING:

- Minimum of five (5) years' experience at a Managerial or Supervisory Level in Operations, Logistics or similar environment.
- Considerable experience and understanding of administration, theatre operations or house management will be an asset.
- Training as evidenced by a Bachelors' Degree in Business Management, or any appropriate Social Science from an accredited University.
- Any equivalent combination of education and experience to successfully perform the essential duties of the job may be acceptable in lieu of those requirements listed above.