

# JOIN US!

Western Australian Charity Orchestra Inc.



---

<b>POSITION</b>	Operations Coordinator
<b>TERM</b>	Permanent Part Time
<b>HOURS</b>	10 hrs per week
<b>CLOSING DATE</b>	Friday 21st June 2024
<b>CONTACT</b>	<a href="mailto:president@waco.org.au">president@waco.org.au</a> / 0412 911 155

---

## ABOUT YOU

Our ideal Operations 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 Operations 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

**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** Coordinate all administrative matters relating to concerts and events, including:

- Coordination of key outcomes in preparation for concerts and events, including liaising with concert venues, key suppliers, committee members and artistic talent.
- Ensure concerts are launched on time by working with the graphic designer, venue, ticketing platform, ensemble coordinator and the committee.
- Reconciliation and tracking of payments and income including membership fees, processing supplier invoices for payment in Xero, and following up overdue invoices.
- Search and apply for relevant grants and support the General Committee with required information for funding submissions.

- Update and maintain organisational records, including financial records, member databases, etc. via Google Workplace suite.
- Coordinating and creating social media content.
- Update website as required.
- Ensuring the concert programme is designed, coordinated and ready for each performance.
- Management of raffle baskets and volunteers for all events, training volunteers as necessary.
- 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 Wednesday (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.

- Personal attributes**
- 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**
- 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

- Applications** Interested applicants must send a PDF of their CV and a brief email outlining their interest to the address below.
- Closing Date** Applications will close 21st June 2024
- Contact** Applications or requests for additional information must be sent to [president@waco.org.au](mailto:president@waco.org.au) (mob. 0412 911 155).

## 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.