



## **Operations casuals**

### **Key relationships**

Orchestral Operations Manager  
Artistic Operations Manager  
Director, Artistic Planning & Development  
Canberra Symphony Orchestra musicians

### **Position overview**

Operations casuals provide operational support to facilitate and enhance the Canberra Symphony Orchestra's (CSO) role as one of the largest arts employers in the Australian Capital Territory (ACT). They provide essential support across orchestral performances, community outreach initiatives, educational programs, musical services and other not-for-profit engagements.

Reporting to the Orchestral Operations Manager (OOM), operations casuals support our operations team with a variety of production and operations-based responsibilities.

### **Key responsibilities:**

- Production support
- Assist with staging setups and the delivery of equipment and instruments for CSO events to venues across Canberra and surrounds.
- Assist or represent the OOM in rehearsals (including equipment setup) as needed.
- Music library maintenance
- Assist with maintaining and organising the CSO's physical and digital music library.
- Scan, organise and prepare sheet music for distribution and coordinate music pickup.
- Audition support
- Assist the OOM in tracking and managing CSO audition applicants, updating audition excerpts and documents, coordinating the ongoing audition process and attending auditions.
- Additional admin responsibilities as needed.

### **Selection criteria**

- Previous experience in a production or operations role preferred but not required.

- Ability to take direction and work within a small but dedicated team.
- Ability to work under pressure and to tight deadlines.
- Ability to safely lift and transport equipment as needed.
- Interest in the music and live entertainment industry would be an advantage.
- Australian driver's licence preferred but not required.

## **Working with the CSO**

This is a casual role without guaranteed hours. It often requires work outside standard business hours, in the evenings and at weekends.

Availability and scheduling will typically be confirmed 3-4 weeks in advance of an event and full on-the-job training will be provided for successful candidates.

We welcome expressions of interest from anybody interested, regardless of experience in production or operations-related roles.

The OOM will contact shortlisted applicants to schedule an informal meeting to discuss the position and responsibilities further.

## **Our culture**

At the CSO we're a diverse and dynamic team, motivated by the opportunity to make a difference in the local community. We are proud Canberrans dedicated to making classical music accessible to everyone, and to enhancing people's lives through our community outreach programs.

Our small but successful team includes people from all walks of life whose skills and experience contribute to a connected, vibrant and engaged workplace.

*The CSO is an equal opportunity employer, where diversity is embraced and valued. All qualified applicants will be considered, and accommodations made for those requiring accessibility support to attend interviews. The CSO encourages applications from Aboriginal and Torres Strait Islander people.*

## **How to apply**

Please submit your information via the following [application form](#).

Please contact [orchestramanager@csso.org.au](mailto:orchestramanager@csso.org.au) if you have any questions.