

The Company

Steel City Strings is an innovative, high quality chamber orchestra, performing art music to audiences across the Illawarra, Southern Highlands, and Shoalhaven. Steel City String's vision is to be recognised as the region's premier orchestra by audiences, community, business and government.

A not-for-profit (NFP) incorporated association with deductible gift recipient (DGR) status, Steel City Strings receives increasing government funding and donor support for its activities.

Players are a combination of professional, semi-professional and community players. Steel City Strings has an active Board, staff, volunteers and growing supporter base.

The Position: Operations Manager

This is a part-time contract position reporting to the Steel City Strings Board.

Fee: \$50 per hour, based on skills and experience.

Hours: 10 hours per week, flexible arrangements, on average over the course of the term.

Location: Wollongong WFH.

Work Overview

The Operations Manager will drive efficient management and be instrumental in the continued growth of the Orchestra.

This position will drive and implement the strategic planning and delivery and will be the key interface between the Board and the Orchestra.

The role leads the Operations Team, which includes the Artistic Director, Executive Officer, Finance and Administration Officer, Business Development Officer and Player Representative (all part-time or volunteer positions) and will manage a number of external contractors and key external relationships.

Responsibilities and Duties

Providing oversight and co-ordination of all operations, including financial management; concert scheduling; partnerships with all governments, arts organisations, and venues across the region; internal systems review and improvement; database management; and marketing and promotion of the orchestra.

The Operations Manager will be the key spokesperson for the orchestra to the media.

Essential Skills and Experience

- Leadership of small teams
- Strategic planning and delivery experience
- Operations management



Position Description

Steel City Strings Operations Manager

June 2022

- Financial Management
- Strong written and verbal communication
- Stakeholder relationship management
- Marketing, promotion and a sound working knowledge of social media
- Small business systems management including IT and customer and stakeholder relations (CRM)
- Contractor management and oversight
- Volunteer engagement and coordination

Desirable skills and experience

- Experience in arts administration
- Fundraising
- Copywriting
- Digital communication/production: website, video, podcasts etc
- Media experience

Apply by date: Friday July 2

Please respond with a CV and a clear application providing evidence of your skills, why this position attracts you and your referees to: Adam Zarth, Chair, Steel City Strings: steelcitystrings@gmail.com

www.steelcitystrings.com.au