

POSITION DESCRIPTION

Job Title	Project Manager - Learning, Regional and Special Events
Company	State Opera South Australia
Location	Netley, SA
Reports to:	Executive Director
Contract	Full time – 2-year contract

Primary Purpose of Role

The Project Manager – Learning, Regional and Special Events will oversee all aspects of the delivery of the company’s growing number of activities that fall outside its mainstage season. These include education productions and projects designed for primary and secondary school aged students, workshops, masterclasses, regional performances, festival involvement, performances at corporate, community and sporting events.

The Project Manager will work closely with the Production, Marketing, Development and Music departments to ensure these projects are delivered to a standard expected of State Opera South Australia.

Key Responsibilities/Accountabilities

Project delivery

- Oversee the delivery of all Learning, Regional and Special Events (LRSE)
- Collaborate with internal teams to deliver events to a high standard
- Administer scheduling requirements of LRSE projects and initiatives
- Coordinate travel and accommodation arrangements for LRSE activities
- Prepare, distribute and collate formal evaluation of LRSE programs
- Record informal feedback from artists, venues and audiences
- Work with the State Opera Development Team to identify and assist in sourcing funding for LRSE projects including the development and tracking of KPI’s.
- Maintain strong relationships with relevant stakeholders
- Assist in the engagement of contractors, suppliers, casual staff and internship students
- Provide support to other State Opera teams as required

Key Responsibilities/Accountabilities

- Administration**
- Ensure timely provision of information for contracts and agreements for LRSE artists and presenters.
 - Accurate recording of LRSE program income and expenses
 - Maintain data records for all LRSE related activity
 - Maintain the Education and Special Projects Calendars and schedule.
 - Liaise with marketing team with timely and accurate information to promote LRSE activities
 - Collate information to ensure music rights, licences and royalties are administered as required
 - Provide administrative support to other State Opera teams as required

Travel and Outside Office Hours Work

- Due to the nature of the organisation, it is a requirement of the position to attend and/or support events, productions, rehearsals and other business activities outside of normal office hours.
- Due to the nature of the organisation and this position, it is a requirement of the position to attend and/or support events, productions, rehearsals and other business activities outside of Adelaide City, including regional South Australia.

Experience/Qualifications

- Demonstrated experience in project management in either an education or performing arts setting.
- Demonstrated experience in identifying and delivering funding application and acquittals.
- Demonstrated experience in delivering tours and projects.
- Demonstrated high level interpersonal and communication skills (oral and written) with an ability to liaise effectively with stakeholders and deal efficiently and tactfully with sensitive and confidential matters.
- Proven organisational skills and ability to prioritise own workload and to use sound judgement, managing competing demands and deadlines and delivering high quality outcomes.
- Proficiency using the MS Office 365 suite, particularly Outlook, Word and Excel.
- Experience in delivering projects in regional and remote areas will be well regarded.
- Experience in the education sector will be well regarded.

Key Relationships

Internal	<ul style="list-style-type: none"> • Marketing, Development, Finance and Production teams. • State Opera Executive team
External	<ul style="list-style-type: none"> • Regional, Education and Community Stakeholders • Venues and Performing Partners • Local Councils Industry Partners • Artists, Creatives and Crew