

Melbourne Symphony Orchestra

POSITION DESCRIPTION

Job Title	Associate Producer
Department	MSO Presents
Location	MSO Southbank Offices

Date	June 2025
Reports to	Executive Producer
Role Status	Permanent, full-time

1. POSITION PURPOSE

The Associate Producer will work under the direction of the Executive Producer to contribute to MSO's commercial programming. This role collaborates closely with the Artistic Planning and Orchestral Operations teams and is responsible for assisting in the delivery of strategic, commercial, and artistic initiatives and is the backbone of administration for the department. Key areas of focus include contract negotiation and administration, production oversight, and stakeholder engagement to support the success of MSO's commercial performance offerings.

2. MSO VALUES and GUIDING PRINCIPLES

VALUES

Innovation, Collaboration, Respect, Diversity

GUIDING PRINCIPLES

We listen to each other, and we listen to our audiences. We continuously tune into building connections that bring joy and validation.

We create welcoming experiences that showcase the beauty and wonder of artistic craft. Innovate performances that elevate the moment and endure in the spirit.

We unite our individual strengths and celebrate our unifying love of music, fostering understanding and belonging.

3. DIMENSIONS and WORKING RELATIONSHIPS

Reports to	Executive Producer
Direct Working Relationships	Artistic Planning teams Orchestral Operations teams Internal stakeholders from all departments MSO Musicians Regulatory Bodies and external consultants

Melbourne Symphony Orchestra

4. MAJOR RESPONSIBILITY AREAS

- Oversee administration tasks of the operations department
- Provide administration support to senior managers as required
- Using ArtsVision software
- Program planning and coordination
- Event and production logistics
- Artist and stakeholder liaison
- Contract and licence administration
- Budget and schedule tracking
- Workplace health and safety
- Team and culture contribution

5. KEY RESULT AREA	MAJOR ACTIVITIES
PROJECT CONCEPTION	<ul style="list-style-type: none">• Support the Executive Producer in developing project concepts that are artistically vibrant, financially viable, and aligned with MSO's strategic objectives.• Contribute to business cases, programming discussions, and the assessment of potential collaborators, projects, and venues.• Assist with rights negotiation (e.g., film licences, music synchronisation) and early-stage feasibility studies.
PROJECT DELIVERY	<ul style="list-style-type: none">• Be the point of contact for Orchestral Operations team for productions as required.• Serve as the production lead on delegated concerts and events.• Liaise with internal departments and external providers to ensure production schedules, technical riders, and logistical needs are met.• Attend key rehearsals, production meetings, and performances to ensure delivery meets MSO standards.• Maintain oversight of delivery milestones and risk management plans.• Liaise with local, national, and international artist managers to confirm availability, negotiate fees, and coordinate logistics.• Ensure artists, conductors, and creatives are provided with a positive and professional experience.• Represent MSO at industry events, external meetings, and stakeholder briefings as required.
PROJECT ADMINISTRATION	<ul style="list-style-type: none">• Draft and manage artist and contractor agreements under guidance from the Executive Producer.• Maintain accurate and confidential project records using MSO's systems.• Assist in the development and monitoring of project budgets.• Ensure cost tracking, purchase orders, and financial reporting is accurate and timely.• Identify opportunities for efficiency without compromising artistic integrity.

Melbourne Symphony Orchestra

OCCUPATIONAL HEALTH AND SAFETY	<ul style="list-style-type: none">Champion a culture of safety and wellbeing in planning and delivery.Ensure compliance with MSO's WHS procedures, venue-specific protocols, and industry codes of practice.
TEAM WORK AND CULTURE	<ul style="list-style-type: none">Embrace MSO's values of Innovation, Collaboration, Respect, and Diversity.Contribute to a positive team culture by sharing knowledge, mentoring emerging producers or interns, and participating in team initiatives.
ADDITIONAL REQUIREMENTS	<ul style="list-style-type: none">Other duties commensurate with skills and experience.This role may require some work outside of regular hours.Understanding of, and commitment to, EEO and privacy principles.Employment may be subject to satisfactory probity checks, including criminal record and periodic security checks.Collaborate closely with the Executive Producer to develop, scope, and realise MSO's commercial programming initiatives, including Pops, Family, Film, and other crossover/contemporary content.Act as a bridge between the Artistic Planning, Orchestral Operations, Marketing, and external stakeholders to ensure integrated planning and delivery.Champion MSO's brand and values in all dealings with artists and agents.

7. ESSENTIAL CRITERIA

Education and Qualifications

- Tertiary qualification in Arts Management, Music, Event Production, Creative Industries, or a related field (or equivalent experience).
- Experience working in an arts administration environment.
- Highly developed written, verbal and interpersonal communication skills.
- Additional training in production, stage management, or technical theatre is desirable.
- Supporting the planning and delivery of live music events, preferably within performing arts or orchestral environments.
- Working within a collaborative production or programming team.
- Liaising with artists, agents, rights holders, and/or film production companies.
- Assisting with technical requirements for large-scale productions (e.g., film-in-concert formats, amplified events, multimedia elements).
- Managing production schedules, rehearsal logistics, and backstage coordination.
- Understanding copyright, licensing, and delivery protocols for media-based performances (e.g., film with live score).
- Working with unionised orchestras or under enterprise agreements is an advantage.

Skills Required

- Excellent organisational and time management skills with the ability to coordinate multiple tasks and deadlines.
- Strong attention to detail, especially in production documentation and event logistics.
- Effective interpersonal and communication skills to liaise confidently with internal and external stakeholders.

Melbourne Symphony Orchestra

- Ability to remain calm under pressure and respond flexibly to the demands of live performance environments.
- Strong problem-solving skills with a proactive approach to production challenges.
- Proficiency in Microsoft Office Suite; experience with production/project management software (e.g. ArtsVision, Artifax, Asana) is desirable.
- Passion for innovative and engaging orchestral experiences, especially those aimed at new and diverse audiences.

Melbourne Symphony Orchestra

8. DESIRABLE CRITERIA

- Experience in a performing arts organisation
- Experience with ArtsvVision or similar database software
- An appreciation of orchestral music

9. POSITION DESCRIPTION MAINTENANCE

Date of last review:	June 2025
Conducted By:	Holly Wighton
Date for next review:	As required