

Limestone Coast Symphony Orchestra Inc.



Roles and Responsibilities

To be read in conjunction with the Organisational Structure

COMMITTEE

The role of the Committee of the Limestone Coast Symphony Orchestra Inc. is to manage the affairs of the Association and to achieve the objectives set out in the Constitution.

The Committee's role includes:

1. Strategic decision-making on the direction of the Association
2. Financial management and annual budget approval
3. Ensuring the safety and well-being of all Association members
4. Sponsorship and revenue
5. Publicity and promotions
6. Facilitation of Patronage roles
7. Appointment of non-Committee roles, including Musical Director and Conductor
8. Approval of annual musical program, as proposed by the Artistic Team

President

- Chair meetings of the Committee
- Provide leadership for the Committee
- Provide leadership to ensure Work Health and Safety is embedded in all practices of the Association
- Speak publicly on behalf of the Association (unless delegated)
- Liaise formally on behalf of the Committee with Patrons, sponsors and key stakeholders
- Support sub-committees, particularly for dispute resolution

Vice President

- Chair meetings of the Committee in the absence of the President
- Provide support for the leadership for the Committee
- Support Work Health and Safety practices to ensure that it is embedded in all practices of the Association

Secretary

- Document agendas, minutes and correspondence for the Committee
- Oversight of administrative functions for the Orchestra.
- Management of the publicity, sponsorship and property of the Orchestra.

The Secretary may engage administrative or promotional support.

Treasurer

- Oversee and present budgets, accounts and financial statements to the Committee
- Ensure that appropriate financial systems and controls are in place
- Ensure that record-keeping and accounts meet required standards and legislation
- Prepare accounts for audit and liaising with the auditor, as required
- Present accounts at the AGM
- Manage bank accounts

- Ensure effective financial monitoring and reporting

The Treasurer may engage external financial or accounting support.

Player's Nominee

- Liaise with all Association Playing Members on issues relevant to the Orchestra
- Provide feedback and guidance to the Committee on issues relevant to the Orchestra
- Provide a Playing Member perspective for the Committee's consideration
- Work closely with the Orchestra Assistant

The Player's Nominee is a Committee member, however may not be required to attend all Committee meetings (to be advised by President).

Public Officer

The Public Officer for the Incorporated Body must be a person above the age of 18 years and be a resident of South Australia. Ideally, the Public Officer will be closely associated with the organisation. The Public Officer is the central contact person, particularly for any matters concerning the Consumer and Business Services (CBS) (SA Government). The Public Officer must ensure that all details for the Association are updated with the CBS, including a change of Public Officer.

The Public Officer for the Limestone Coast Symphony Orchestra Inc must be a Committee member.

NON COMMITTEE POSITIONS

Non-Committee positions are appointed by the Committee to fulfil a range of requirements for the Association's artistic, production, administration and safety needs. Persons holding these positions may be asked to sit on the Committee, at the Committee's discretion. Non-Committee positions are annual appointments.

Non-Committee positions are divided between the following teams:

- 1. Artistic**
- 2. Production**
- 3. Administration**

Artistic Team

The Artistic Team reports to the Committee.

The Artistic Team comprises:

1. Musical Director (Artistic Team Leader)
2. Conductor
3. Librarian
4. Experienced Musician
5. Choir Director

The Role of the Artistic Team is to:

- Propose to the Committee the artistic vision for the Association and for upcoming seasons

- Determine the annual music program and a musical theme
- Propose decisions regarding annual guest soloists
- Consider the range and quality of local Artists when devising music programs
- Provide advice on the 'look' of publicity and other materials
- Appoint Section Heads annually prior to each Season
- Propose annual theme/s to the Committee for delivery in subsequent years
- Seek feedback from audiences and players regarding repertoire at the end of each season (end of financial year September) and adapt proposals accordingly

The Artistic Team may consult with Section Heads, players, advisors and others to deliver the program.

The President will serve as facilitator for any mediation or assisting the Artistic Team to reach agreement.

Musical Director

Reports to the Committee

Responsibilities

- Leadership of the Artistic Team
- Act as a point of contact for the Conductor and Choir Director
- Assign player position, in consultation with the Section Heads and players
- Act as a point of contact for Section Heads
- Work with the Orchestra Assistant
- Determine understudy positions

Conductor

Reports to the Musical Director

Responsibilities

- Advise on the annual musical program, in consultation with the Artistic Team
- Conduct rehearsals and performances
- Attend season events as required (Season Welcome, Season Launch)

Orchestra Assistant

Reports to the Musical Director

Responsibilities

- Day to day running of the orchestra, including administration
- Looking after needs of all musicians, conductor and soloists during rehearsals and performance
- Liaison with Orchestra members on musical matters
- Coordination of Player Agreements
- Assist with the pre-season briefing

Skills and Experience

- Familiarity with Orchestra members and processes
- Good administrative and computer skills
- Willing to take direction of Musical Director

May be a playing member of the Orchestra

Librarian

Reports to the Musical Director

Responsibilities

- Acquire sheet music for Orchestra members
- Liaise with publishers and agents
- Purchase or hire of Orchestral scores
- Stock take and development of Orchestra's library and cataloguing
- Distribute and collect sheet music to Orchestra members
- Oversee the photocopying and binding of scores
- Oversee the lending of music to third parties, as agreed by the Committee
- Oversee the preparation of the folders

Skills and Experience

- Knowledge of copyright laws and music publishing law, and ensure that these are observed
- Ability to read music and understand all notational aspects of orchestral scores

May engage an Assistant Librarian

Production Team

Production Coordinator

Reports to Committee

Responsibilities

- Ensure musical and artistic direction is carried out, with the Artistic Team
- Coordinate production, artistic, administration elements, as they relate to the season and Musical Director's vision for the season
- Liaise with venue managers
- Oversee whole of production
- Oversee production scheduling, including rehearsals and performances
- Pre-season and post season planning and assessment
- Liaise with outside organisations on joint performances
- Oversee rehearsals, call times, venue requirements and travel logistics
- Provide a season production report to Committee
- Ensure and verify the Association implements processes for complying with any requirements under WHS law.
- Conduct pre-season briefing with help from the Orchestra Assistant

Skills and Experience

- Excellent organisation skills
- Problem solving
- Ability to think and act strategically, as well as schedule detail
- Good managerial/delegation skills

Stage Manager

Reports to the Production Coordinator

Responsibilities

- Ensure the execution of production week and performance schedule
- Ensure performers and crew are briefed on schedule, call times
- Liaise with venue technical staff
- Oversee all backstage personnel and crew
- Ensure safety of all backstage personnel
- Liaise with Front of House
- Calling of technical cues e.g. lighting and sound
- Ensure audience safety
- Source and set the stage, props and costume, in liaison with Artistic Director
- Supervising bump in and bump out
- Report on performances, which is sent to Production Coordinator
- Direct audience, performance and backstage crew in the event of an emergency (in conjunction with venue staff)
- Look after technical needs of all musicians, conductor and soloists during rehearsals and performance

Skills and Experience

- Experience working as stage manager
- Basic stage management skills
- Good communication skills

May engage Assistant Stage Manager/s

May be the same person as the Production Coordinator

Front of House Manager

Reports to the Production Coordinator

Responsibilities

- Liaise with the Stage Manager regarding production schedule, emergency procedures and other Front of House requirements.
- Coordinate afternoon tea and presentations at the Naracoorte performance.
- Oversee ticket and merchandise sales, including record keeping.
- Oversee FOH volunteers.
- Manage the green room needs.

The Front of House Manager will engage assistants for the performances.

First Aid Officers (2)

Report to Production Coordinator

Responsibilities

- Administer first aid in the event of an accident or incident
- To be present at all production week rehearsals and performances
- To be present at all rehearsals
- Liaising with Stage Manager regarding injury assessment and follow up
- Ensure the Association has a well-stocked portable First Aid Kit, to be available at all rehearsals and performances, and that all members are aware of how to access it.

- In liaison with Stage Manager, to be familiar with all venues regarding emergency services requirements, for example, points of access etc
- Complete an annual pre-season check of First Aid kit
- The First Aid Officer is not responsible for the administration of medical treatment

Skills and Experience

- Current Senior First Aid Certificate

The Orchestra may pay for the First Aid Officers to complete the Senior First Aid Certificate

Child Safe Officer

Reports to the LCSO President

Responsibilities

- Act as the first point of contact to provide support to children, parents, members and volunteers regarding the safety and well-being of children in our organisation.
- Undertake appropriate action in response to child safe issues.
- Report to the President immediately following any disclosure or reported concern. In the event that the President is not available, the Child Safe Officer should report to the Vice President, then another member of the Management Committee.

Emergency/Fire Wardens

Responsibilities

- Direct all persons in the Hall to a safe gathering point.
- Know where the switch board is located at the Band Hall.
- Know the location of and how to use all emergency equipment.
- Know where emergency exits are located and ensure they are accessible at all times.

The Emergency/Fire Warden roles are relevant to the City Band Hall. In all other venues emergency procedures are venue specific and will be conducted by the Venue Manager. LCSO members should follow any direction given by them at all times.

<h2>Administration Team</h2>

Administration Coordinator

Reports to the Committee

Responsibilities

- Oversee the ticketing for Naracoorte performance
- Liaise with the box office staff in Mount Gambier
- Program development, with technical input of Musical Director
- Preparation and maintenance of a Members Database
- Preparation and maintenance of stakeholders (sponsors etc) database
- Oversee publicity, property, accommodation and sponsorship

Publicity Coordinator

Reports to Administration Coordinator

Responsibilities

- Devise an annual publicity plan
- Oversee media enquiries and referrals
- Coordinate photographer/s
- Manage the friends/non-playing members database and special offers

Property Officer

Reports to the Administration Coordinator

Responsibilities

- Maintain inventory of the Association's property assets
- Ensure maintenance to fit for purpose of Association's property
- Arrange hire or loan of Association property, including administration of required agreements, in liaison with the Orchestra Librarian where appropriate.

Sponsorship Officer

Reports to Administration Coordinator

Responsibilities

- Develop a sponsorship proposal in response to the Committee's annual direction on sponsorship requirements
- Liaise with potential sponsors to generate income
- Apply for Grants and other funding
- Organise and host the Season Launch
- Liaise with Sponsors
- Organise accommodation for key orchestra members as required

Orchestra Section Heads

Concert Master

- Confirm string bowing
- Tune the orchestra
- Bring the orchestra to order after breaks
- Stands in the absence of the conductor (may lead from the chair)
- In discussion with the conductor, may determine interpretation of music
- Runs the string sectional rehearsals
- May advise on player position

Section Head

- Encourage players to reach their potential
- May organise additional rehearsals if required
- Maintain discipline within Section
- Gives musical interpretation, breathing, phrasing advice to Section members
- Represent their Section if required to the Musical Director, Artistic Team or Conductor
- Represent their Section if required for logistical and scheduling issues to Stage Manager

- Participate in a pre-season briefing with the Artistic Team, and where applicable, provide advice on player roles
- Participate in a post-season debrief with other section heads and the Management Committee
- Support the Artistic Team to achieve the vision of the Orchestra as required

Section Heads 2016

Concert Master – Cathy Foster

Strings - Cathy Foster

Woodwinds – Penny Mansell

Brass – Tameka Nube

Percussion – Karyn Maxwell