

## PROGRAM COORDINATOR

Level C | 1.0 EFT

### ANAM SEEKS...

The Australian National Academy of Music Program Department is a small fast-paced team that delivers all elements of ANAM's Performance Training Program (Program). We are looking for a coordinator who is motivated and energised by classical music, and who can develop and implement the delivery of performances, residencies, and partnerships, within associated budgets.

### ABOUT ANAM

The Australian National Academy of Music (ANAM) is dedicated to training the most exceptional young classical musicians from Australia and New Zealand, through an intense studio-based program of individually tailored lessons, classes, coaching, seminars and a public performance schedule of over 180 events each year.

### WHY ANAM

What makes ANAM truly extraordinary is the people. This inspiring community of emerging musicians, world-class faculty and passionate staff are united in their deep commitment to ANAM's mission. It's a place where creativity thrives. The culture is supportive and energising, and joining ANAM means becoming part of a team that shows up every day with purpose, heart and an unwavering dedication to nurturing Australia's next generation of exceptional musicians.

### HOW TO APPLY

Application instructions are at the end of this advertisement.

### DETAILS OF ENGAGEMENT

Position title:	Program Coordinator
Salary classification:	Level C (from ANAM's Workplace Agreement 2016)
Salary:	\$80,191 + super
Employment type:	permanent/ongoing, subject to the successful completion of a three-month probationary period
Time fraction:	full time
Reports to:	Director, Training Program and Operations
Works closely with:	Artistic Director, Faculty, Musicians and all departments across the organisation
Location:	Based at the Abbotsford Convent, Abbotsford, Melbourne
Commencement:	as soon as possible

### POSITION DESCRIPTION

The following list does not form an exhaustive list of duties.

The successful applicant may be required to undertake other tasks and activities as required from time to time. ANAM reserves the right to amend or update this position description in accordance with business needs.

## INDIVIDUAL RESPONSIBILITIES

Work closely with the Artistic Director, Director of Training Program and Operations, and Faculty to ensure that ANAM's Program responds to musician and industry needs

### *Program activity, design and delivery*

In collaboration with the Artistic Director and Director of Training Program coordinate the delivery of artist residencies and performances, and other Program elements including:

- Confirm contractual terms with artists and/or their management, including travel, completing required immigration process and visa applications;
- Develop suitable rehearsal and performance schedules for each artist/project, producing itineraries and communicating details;
- Coordinate delivery of each performance activity including inter-department liaison and communication of final repertoire details;
- Be the Artist Liaison person at ANAM;
- Be the first point of contact for musician curated performances ;
- Oversee delivery of the ANAM Set including the EOI and contract process, delivery of commissions, premiere performances and any associated recordings;
- Contribute to the design and delivery of the Musician Enhancement program;
- Produce and distribute internal Concert Briefing documents for all concerts;
- Together with Faculty schedule suitable Guest Artist engagement within the studio program including lessons, classes, masterclasses;
- Liaise with the Operations department to ensure smooth delivery, including audio/visual elements and equipment requirements for ANAM activities;
- Assist with ensemble/musician management, and stage management when required;
- Tour interstate and/or internationally (e.g. to New Zealand) with ANAM musicians as Tour Manager if required;
- Ensure artist/repertoire details are up to date in ArtsVision for ANAM activities;
- Liaise with the Philanthropy team for any requests of Artists to attend functions or other activities; and
- Liaise with the Marketing team to ensure performance details are correct, proof marketing copy as required, and manage any media requests of Artists.

### *Professional Training Partners*

- Be the first point of contact for ANAM's Professional Partners from point of contract to delivering the performance/s and/or tours, including orchestral and presenting partners;
- Be the first point of contact for external venue hires (eg. MRC or St Kilda Town Hall);
- Develop and deliver performance and curation opportunities for ANAM musicians including at Beleura House & Garden, MRC, NGV, St Silas, and other external venues;
- Liaise with ABC, 3MBS or other broadcasters/recording personnel as required; and

### *Budgets and Finance*

- Manage and acquit agreed budgets, including processing invoices and other financial paperwork.

### *Direct reports / Delegated responsibilities*

- n/a

## KEY SELECTION CRITERIA

### Essential

- Relevant degree with demonstrated experience in a classical music environment;
- Experience in arts administration/management, concert presentation and artist liaison;
- Musical literacy
- Exceptional organisational and time management skills;
- A proactive approach and a positive outlook; a demonstrated accuracy of output and excellent attention to detail, with ability to manage multiple timelines;
- High level of skill in communicating effectively with a range of artistic personalities;
- Excellent written and spoken English;

- The ability to collaborate, work in a team and establish strong working relationships with multiple external and internal stakeholders; and
- Proficient skills in Microsoft Office suite.

### **Desirable**

- Experience working with young people;
- Experience working with ArtsVision or similar scheduling software an advantage;
- First Aid Training; and
- Full driver's licence.

### **SPECIAL REQUIREMENTS**

Availability to work outside regular Monday to Friday 'office' hours including some evenings and weekends, and ability to tour interstate/overseas if required.

### **OTHER INFORMATION**

#### *ANAM's Commitment to the Safety of Children and Young People*

ANAM has a commitment to uphold and respect the safety of all children and young people. This position will require a Victorian Working with Children Check and a National Crime Check.

#### *Equity and Diversity*

ANAM promotes a workplace that actively seeks to include, welcome and value unique contributions of all people. ANAM encourages people with a disability, indigenous Australians, young people and people from culturally diverse backgrounds to apply for this job.

ANAM's admissions and employment placements always reflect selection criteria, irrespective of gender. ANAM is committed to equal opportunity in education, employment and welfare for staff and musicians.

#### *ANAM's Acknowledgement of Country*

ANAM respectfully acknowledges the traditional custodians of the lands spread across Australia on which we work and live. We uphold and honour their continued relationship to these sites, we pay respect to their Elders past, present and emerging and extend that respect to all Aboriginals and Torres Strait Islander peoples.

### **APPLICATIONS**

#### *Enquiries and further information*

- Charlotte Cassidy, People and Culture Director [c.cassidy@anam.com.au](mailto:c.cassidy@anam.com.au)
- Applications submitted automatically via third party sites will not be accepted.
- Further information about ANAM available at [anam.com.au](http://anam.com.au)

#### *How to apply*

- Applications should be in one PDF document, including cover letter addressing key selection criteria, work experience and education. Please list three referees. Referees will not be contacted without prior notice.
- Applications should be emailed to Charlotte Cassidy [c.cassidy@anam.com.au](mailto:c.cassidy@anam.com.au)
- Applications close 11.59pm on **Sunday 22 March 2026**