



Western Sydney. Choral. Excellence
Artistic Director
Dr Sarah Penicka-Smith

EVENT COORDINATOR SUPER CRITICAL MASS PARRAMATTA

River City Voices, Parramatta's flagship symphonic choir, is seeking to recruit a dynamic team member to assist with the production of an exciting, one-off, large-scale public music event - Super Critical Mass Parramatta (SCMP)

Supported through a City of Parramatta Creative Leveraging grant and led by New York-based, Australian artist Julian Day, SCMP is a ground-breaking, immersive, site-specific sound/voice performance project that will connect and inspire people of all ages, abilities, and cultural backgrounds to create and interact with each other within a significant historic Parramatta environment.

Being a member of the River City Voices team means that you are passionate about music/singing and the arts and its ability to drive change and enrich lives, you thrive in a busy environment, have strong organisational and communication skills, can work independently and with flexibility, and enjoy working collaboratively and respectfully with people across all ages and from varying backgrounds.

This position would suit someone looking to gain experience as they progress a career in arts administration or production.

The role will support the General Manager, primarily with managing participant registrations and attendance.

Reports to	General Manager
Salary	\$40 - 55 p/hour (dependant on experience)
Hours of work	16 hours per week, several days required Non-negotiable Saturday workshop (March 25) and Saturday workshop/performance (April 1).
Contract length	8 weeks, commencing Monday 6 February 2023

How to apply Submit your CV and cover letter of no more than 2 pages responding to the role criteria. Please include details of two referees.

Application closing	5.00pm Friday 2 December
Submit to	Inara Molinari, General Manager manager@rivercityvoices.org.au

PRINCIPLE RESPONSIBILITIES

Recruitment

- Achieve participant recruitment targets using social media campaigns, media releases, liaising with media outlets, and staff from City of Parramatta and other local Councils
- Field enquiries

Manage Registrants

- Be the point of contact for all registrant enquiries
- Update the Registration page and website page as required
- Build and maintain a database of registered participants
- Communicate event information to registrants via email and the Event web page
- Ensure all registered participants are well informed to attend the workshops and performance

Coordinate Workshops/Performance

- Assist with bump-in and bump-out for workshops and performance (this may involve physical work including moving equipment)
- Record participant attendance
- Effectively liaise with and work alongside all production staff
- Assist with production tasks as required by the General Manager

Event Evaluation

- Assist with developing a simple post-event survey

Additional project tasks

Hours permitting, the General Manager may assign/delegate other SCMP project tasks, during the contract period.

ROLE CRITERIA

Essential

- Ability to work autonomously and with initiative whilst working collaboratively with the team
- Demonstrated ability to prioritise and juggle competing demands, with excellent attention to detail
- Microsoft Office suite competency including Excel and Word, managing simple databases, and updating websites (eg. Wix, Squarespace)
- Ability to know when to consult with General Manager and other relevant team members
- Prior experience in a coordination role eg. within a performing arts or educational organisation, or other industry event management

Desirable

- Experience managing volunteers and public participants
- Experience with developing and collecting data from simple surveys
- Experience in the hospitality industry/customer service

Working With Children

- This position involves working with children
- The successful applicant must arrange a Working with Children Check before commencing duties