Executive (Orchestra Management)
Department: Orchestra Management
Location: Level 2, Tower 2, PETRONAS Twin Towers, Kuala Lumpur City Center

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Requirements:

- Degree preferably in Music or Arts Management
- Minimum 1-3 years working experience
- Experience in similar capacity of an arts organisation is added advantage
- Knowledge and passion in classical music is necessary
- Possess excellent leadership, communication and interpersonal skills
- Proficient in written and spoken English
- Proficient in Microsoft Office applications
- Able to work with flexible hours including outside office hours and weekend

Job Purpose:

Coordinate and manage the administration of orchestra personnel, including application for audition, preparation of payroll data for Human Resource (HR) processing, scheduling of musicians, hiring of substitute and extra musicians, and coordination of auditions, to ensure smooth operation of the Malaysian Philharmonic Orchestra (MPO).

Key Accountabilities:

1. Orchestra Personnel Management
   - Manage the orchestral personnel and handle all matters regarding the orchestral personnel, including record keeping, timekeeping at all services, contracting of extra and substitute musicians, and act as a liaison between Management, orchestra members and conductors.
   - To assist in preparation of HR related documents to be submitted to Human Resource & Administration department for records and payroll processing.

2. Stage
   - Manage the administrative matters covering the following:
   - Attend rehearsals and concerts, especially in the absence of the Orchestra Manager
   - Assure rehearsals start on time
   - Clock breaks
   - Make backstage calls-to-stage
   - Determine if stage is set and all members present for repertoire performed
   - Take detailed attendance at all rehearsals
   - Assist in receiving calls with regards to illness and absence

3. Rehearsals/ During Performance
   - Manage the administrative matters covering the following
   - Provide five-minute call for rehearsals and notify conductor of the start and close of rehearsals
   - Log significant events in connection with rehearsals or concerts such as complaints, tardiness, failure to wear appropriate dress, general deportment, and HVAC problems
   - Respond to conductor and musician requests, problems, and issues arising out of or in connection with an imminent service in a manner consistent with past practice, master agreement, and standards; communicate such events to the Orchestra Manager as soon as possible for collaboration and final approval of action to be taken
   - Coordinate changes in seating, on-call musicians, and engagement of last-minute substitutes due to unscheduled absence or tardiness
   - Make personnel announcements at rehearsals as required

4. Auditions
   - Manage musician audition process; collate and organize all applications including audition tape for audition viewing.

5. Tours Management
   - Coordinate and manage pre-tour arrangement including submission of necessary documents (e.g., passport, visas) to relevant authorities.
   - Manage and oversee musicians' movement and count during tour and in between transfers.

6. Record Keeping and Reporting
   - Manage and maintain proper, accurate and detailed record of musicians' attendance, acknowledgement receipt by musician of all extra payments due (e.g., doubling, overtime), manhours of each individual musician.

7. Other Duties as Assigned by the Company
   - Plan and execute all other duties as assigned by the company.

Generic Accountabilities:

1. Networking and Relationship Building
   - Foster and sustain effective working relationships and rapport with the government authorities, business and management institutions, national and key industry players and service providers in order to keep abreast with latest development in the relevant markets and capitalize on insider status and strategic alliances to capture opportunities for new business ventures and enhance public confidence in the company business solutions, products and services.

2. Good Governance
   - Enforce the implementation of applicable procedures and guidelines and affect the compliance to statutory and legislative requirements in order to ensure conformance to the established Limits of Authority (LOA), policies and government regulations to safeguard company and shareholders' interest, image and reputation.

3. Mindset, Behavior & Culture
   - Develop and implement distinctive mindset, behavior and culture within the working team to achieve high work performance by adopting and implementing value interventions, tools and methodologies to promote and instill high sense of commitment, ownership, integrity and loyalty that will contribute to operational excellence.

4. Leadership & Capability Development
    - Drive the development of competent working team that will enhance and sustain staff capabilities in achieving high performance delivery to ensure internalization of the right leadership and capabilities in executing their jobs.

5. HSE Policies and Code of Conduct
    - Communicate, interpret, and champion the execution of the objectives and provisions of the Health, Safety and Environment (HSE) policies and Codes of Conduct and Business Ethics (COBE) within the working team and undertake appropriate mitigation and/or intervention programs.