



## ***Manager (Music Education Enhancement)***

Department: Music Talent Development

Location: Level 2, Tower 2, PETRONAS Twin Towers, Kuala Lumpur City Center

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### **Requirements:**

- Recognized degree in relevant studies
- Minimum 5-7 years working experience
- Music background is an added advantage
- Have interest and appreciation in classical music
- Possess high degree of planning, execution, organization, interpersonal, leadership and analytical skills
- Exemplary verbal and written communication skills

### **Job Purpose:**

Lead, develop and implement strategies and plans for target talent pool (early childhood to young adult including MPO Reserve Members) to fine tune and adjust precision so as to bring to the highest level of performance or skills, aligning with Malaysia Philharmonic Orchestra's (MPO) talent development masterplan so as to support acceleration of local talent representation in the MPO.

### **Key Accountabilities:**

#### 1. Strategy & Plans

- Lead and manage the development of implementation plans based on the framework, strategy, tools and methodologies prescribed so as to support MPO's objective to increase future talent pipeline for MPO, through fine tuning and enhance mastering of performance or skills in professional orchestra setting for target talent pool.

#### 2. Music Education Agenda

- Coordinate a systematic and fit for purpose of music education curriculum and collate music syllabus in collaboration with the music experts for the identified target group of MPO's talent development masterplan, in order to deliver maximum benefits to realize program's objectives.
- Develop key performance indicators to properly track program deliverables.
- Conduct periodical evaluation on the effectiveness of the education programs, monitor program performance against the overall programs' goals, scope, budget, resources etc and identify risks or issues for mitigation and resolution to ensure gaps are closed.

#### 3. Talents' Report Card Management

- Lead and manage the database of all talents in the target group, keeping track and ensure proper documentation of their performance and progression.
- Where necessary, conduct talent performance review and conversation to understand challenges and provide feedback in order to motivate and accelerate performance.

#### 4. Program Management

- Plan and implement variety of programs for the target talent pool group including MPO Reserve so as to enhance performance and skills in orchestra setting.

- Plan and execute end-to-end detailed plans to ensure smooth running of events including promotion and marketing of activities to target audiences, date and venue selection, programming, sourcing of musicians, coaches etc, managing the procurement of third-party services and purchase (e.g., logistic, accommodation); and collaborate with other departments e.g., Technical Services, in order to realize the objectives of the program.
  - Coordinate and manage the event operation before, during and after the events.
  - Lead the monitoring of all programs' implementation and effectiveness review for improvement opportunities.
5. Malaysia Philharmonic Youth Orchestra (MPYO) Library and Website Management
    - Maintain the MPYO Library in good order by proper cataloguing and storage for easy reference and retrieval.
    - Maintain MPYO website to ensure up-to-date information for members and general public.
  6. Research and Benchmarking
    - Research, analyze and translate educational trends or best practices, including technological initiatives in the industry into actionable opportunities with the intent to enhance the overall music talent development objectives.
  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.

Interested candidates are invited to submit a complete CV stating personal particulars, employment history, qualifications and current salary together with a passport sized photograph.

Please direct your applications via email to the following:

**MALAYSIAN PHILHARMONIC ORCHESTRA**

Level 2, Tower 2

PETRONAS Twin Towers

Kuala Lumpur City Centre

50088 Kuala Lumpur.

Malaysia.

Email: [career@mpo.com.my](mailto:career@mpo.com.my)

- Only shortlisted candidates will be notified.
- All applications will be treated in the strictest confidence.
- Closing Date: **15 July 2024**