



***Executive (Artistic Management)***

Department: Artistic 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
- Able to work with flexible hours including outside office hours and weekend

**Job Purpose:**

Administer and coordinate operational activities of the Artistic Administration department, particularly in relation to Guest Artists.

**Key Accountabilities:**

1. Artist Liaison
  - Coordinate all practical details of Guest Artists' engagements to ensure artist's smooth arrival and stay in Malaysia during the engagement period.
  - This may include but not limited to process and issuance of Performance Agreements or Contracts; process the application, submission and collection of visas, performance passes and tax refunds etc; manage welfare of Artists including travel, accommodation, rehearsal schedules, publicity, payment, and other miscellaneous arrangements before, during and after the engagement.
2. Performance Management
  - Coordinate ancillary production tasks to ensure the concert can run smoothly and all requests/requirements are met for successful staging of concerts.
  - This may include but not limited to negotiating the use of available spaces, compiling technical schedules for each concert, liaising with Front of House (FOH) regarding artists' requirements, obtaining timings for each event, liaising between lighting, sound and technical crew, circulation of information to other departments.
3. Schedule Management
  - Liaise with staff conductors and visiting artists to determine rehearsal requirements in accordance with musicians' contracts. Review and update orchestra schedule details, to ensure all relevant parties are informed of the rehearsal and project requirements.
4. Chamber Music Series Management
  - Ensure information and changes on personnel and/or repertoire for season programs including all practical requirements are communicated to all relevant parties to ensure chamber concerts can be staged successfully.

5. General Administration
  - Manage and maintain departmental financial records such as Cost Recovery Ratio (CRR), budget and actual comparison reports, filing of Artists' correspondence, administrative processes such as Borang Permohonan Perjalanan (BPP), Public Relations (PR) and any such documentation deemed necessary to ensure good housekeeping.
6. 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:

**Human Resource & Administration of  
Finance & Corporate Services Department  
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: **31 August 2024**