



ORCHESTRA ASSISTANT AND MUSIC LIBRARIAN





SOUTHBANK SINFONIA

Classical music needs brilliant young advocates to communicate its power and worth in the 21st century. Each year, the orchestra welcomes 33 of the world's most promising graduate musicians to embark on its renowned fellowship. More than just an orchestra, this is a community where young talents can find their own creative strengths, fulfil personal goals, make lasting contacts, and take their musicianship to new frontiers.

From Baroque to contemporary and opera to jazz, our musicians tackle a wide range of musical styles as part of an intensive nine month programme. As they plunge into many works for the first time, their appetite is strongly felt by audiences who themselves want to delve deeper into orchestral music. Integral to the programme are the orchestra's creative partnerships with leading arts organisations including the Royal Opera, National Theatre, Academy of St Martin in the Fields, and acclaimed artists such as Patrons Vladimir Ashkenazy and Edward Gardner.

Players who have completed the fellowship now occupy prominent seats in leading orchestras worldwide. From the Philharmonia to the Hong Kong Philharmonic, each proudly acknowledges the positive impact that Southbank Sinfonia has made upon their progress. Many continue to play a valued role in the life of Southbank Sinfonia, returning as paid deputies and extras enabling us take on ambitious large-scale ventures, and coaching their successors.

Southbank Sinfonia celebrates how intrepid, young players can have a uniquely important voice in the sector, challenging and refreshing traditions. This is powerfully evident in our new #ConcertLab initiative, central to our Free Rush Hour Concerts at our base St John's Waterloo, and also in recent collaborations with Nonclassical and the RSC, and in our hit production of *Amadeus* at the National Theatre, broadcast live to cinemas worldwide. In recognition of such achievements, the orchestra was nominated for the 2017 Royal Philharmonic Society Ensemble Award.

Since our launch in 2002, we are proud to have generated well over £5 million that has gone directly into young musicians' pockets, transforming their livelihood through the bursaries granted to all those on the fellowship and full fees provided in all consequent opportunities. Few other institutions worldwide give young artists such a footing. In the current economic climate, this makes Southbank Sinfonia a great British success story of which the nation may feel rightly proud.

southbanksinfonia.co.uk

ROLE OVERVIEW

With its 40-week programme and around 70 orchestral and chamber performances each year, Southbank Sinfonia is one of Britain's busiest chamber orchestras. To achieve ambitious artistic plans each year, all activities require an excellent level of foresight, care and skill in planning and delivery. While the team collectively shares responsibility for ensuring everything runs effectively, the Orchestra Assistant and Music Librarian makes a vital contribution towards running all activities to the highest possible standard.

The Orchestra Assistant and Music Librarian has a range of responsibilities, making this the ideal role for someone looking to further their experience in classical music administration. They provide full support to the Orchestra Manager, sometimes deputising as required, working together to ensure the smooth-running of all activities. They also manage Southbank Sinfonia's in-house Music Library, acquiring all chamber and orchestral music required, and play a central part in the co-ordination of auditions and interviews for each year's new orchestra.

The Orchestra Assistant and Music Librarian reports to the Orchestra Manager. They work closely with the orchestra and all colleagues, in particular the Artist Development Manager, Music Director and Associate Leader.

Taking on this role, you will have the chance to make a significant difference to the effective operations of a forward-facing young arts organisation. You will be able to develop a wide range of skills and take pride in forming an exciting new orchestra each year, and delivering a distinctive array of outstanding concerts, enabling them to shine.

KEY RESPONSIBILITIES

Orchestra Management

- Assisting the Orchestra Manager in the effective management of all players (both on the fellowship and those we welcome regularly as deputies and extras), addressing their needs and queries, ensuring they have accurate knowledge of rehearsal and performance schedules
- Co-ordinating the accurate monthly processing and distribution of fee payments to deputies and extras in collaboration with the Orchestra Manager and other colleagues
- Supporting the Orchestra Manager as required in the preparation of rehearsal and performance schedules
- Occasionally deputising for the Orchestra Manager in fixing deputy and extra musicians as required
- Advising players on availability of rooms for rehearsal and practice at St John's Waterloo

Concert Management

- Working alongside the Orchestra Manager to:
 - run all rehearsals and concerts effectively
 - ensure provision of all necessary performance-related equipment for all rehearsals and performances at our base and venues elsewhere
 - co-ordinate transport of all equipment to and from venues; set-up and pack-down everything as required at our base and venues elsewhere; ensure percussion and performance equipment (our own gear and hired items) is used and stored safely
 - take responsibility for the Health & Safety of musicians during all concerts and rehearsals
 - looking after guest artists' needs and ensuring they feel welcome
- Fulfilling any tasks requested by the Orchestra Manager or Managing Director to resolve logistical issues when planning performances

- Driving the orchestra van in the UK and abroad
- Deputising fully for the Orchestra Manager as required

Music Librarian

- Taking responsibility for Southbank Sinfonia's Music Library, ensuring all sets are complete, accurately filed and in good condition, keeping the catalogue up-to-date
- Hiring or purchasing music to be performed or rehearsed by the orchestra; managing the sign-out process for all parts, ensuring their timely distribution to players and prompt return to publishers
- Liaising with guest artists and string principals over bowings, assisting with this process as required
- Managing all necessary music provision as efficiently as possible to keep the organisation's hire budget to a minimum

Audition management

- Coordinating the organisation's annual application cycle, processing applications, ensuring the shortlisting process runs smoothly, and accurately recording all candidates' details and progress
- Scheduling and overseeing auditions and interviews in consultation with the Orchestra Manager and Managing Director; booking stewards, accompanists and ensuring panels and all such guests have full details of what is required
- Acting as a first point of contact for all candidates, updating them on the progress of their application and providing any assistance needed throughout the process

Other

- Answering the general telephone and fielding queries as required
- Assuming other general tasks within the scope and responsibility of the role as required from time-to-time by the Managing Director

PERSON SPECIFICATION

Southbank Sinfonia is able to achieve all it does thanks to a dedicated, hard-working team. We are now looking for an individual with such qualities to join us.

This role may particularly suit someone who has taken their first steps in music administration and is now looking for a role that will challenge them, granting them fresh experience and opportunities as part of a small team.

Candidates should already have some experience working in a musical or performing arts organisation, in paid employment or through extensive internship(s). You should know what it takes to work in a busy arts organisation, able to balance numerous priorities and fulfil them all with efficiency.

You should possess:

- Experience working for a musical or performing arts organisation, as an employee or through extensive internship(s)
- Education to degree level or equivalent
- Interest or background in classical music, particularly a fluent understanding of orchestral scores and orchestral practices and etiquette

- Good written and verbal communication skills; confidence in communicating with a wide range of people including conductors and soloists
- Meticulous attention to detail
- Ability to work proactively and at a fast pace
- Strong work ethic and a positive can-do approach
- Willingness and ability to work some evenings and weekends when the orchestra are in session
- Full UK or EU manual driving licence held for at least one year
- Familiarity with Microsoft Office programmes, particularly Word and Excel
- Understanding and enthusiasm for what Southbank Sinfonia aims to achieve for both young musicians and the music profession

TERMS OF EMPLOYMENT

The role of Orchestra Assistant and Music Librarian is full-time. Regular hours of work are Monday to Friday, 9.30am – 6.00pm although Southbank Sinfonia has frequent concerts so there are some evening and weekend commitments.

Southbank Sinfonia's base and offices are at St John's Waterloo, Waterloo Road, London, SE1 8TY, but the role frequently necessitates attending concerts and events across London and sometimes further afield.

Annual leave is 25 days plus statutory bank holidays.

Salary: £20,000 or according to experience

HOW TO APPLY

The closing date for applications is 11.00am on Tuesday 20 February 2018.

To apply, you should email the following to Peter Smith, Administration Manager on peter@southbanksinfonia.co.uk by the closing date:

- a covering letter detailing your interest and suitability for this role
- an up-to-date CV of no more than two pages outlining your relevant experience

Please note that late or incomplete applications cannot be accepted.

Interviews for shortlisted candidates will take place on Monday 26 February.

If you are interested in applying but would like to find out more first or have any questions, you are welcome to contact Alison Brand, Orchestra Manager for an informal chat on 020 7921 0376.