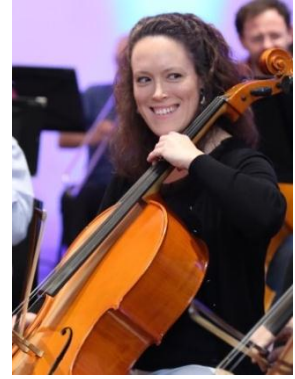


# ORCHESTRA MANAGER







## SOUTHBANK SINFONIA

Classical music needs brilliant young advocates to communicate its power and worth in the 21<sup>st</sup> century. Every year, Southbank Sinfonia brings together 33 outstanding graduates from all over the world to prepare them for this role.

The players, each supported by a bursary, undertake an intensive and wide-ranging nine month programme of performance and professional development. This comprises performances across Britain and Europe involving orchestral repertoire, chamber music, opera, dance and theatre, and opportunities to be role-models, inspiring many younger musicians on London's Southbank and beyond.

Central to the experience are partnerships with leading performing arts organisations including the Royal Opera, Academy of St Martin in the Fields, and acclaimed artists such as Patrons Edward Gardner and Vladimir Ashkenazy.

Former members occupy prominent seats in leading orchestras worldwide, while others become distinguished chamber musicians and creative entrepreneurs in their own regard, each proudly acknowledging the positive impact that Southbank Sinfonia had upon their progress.

'In such lively bands as Southbank Sinfonia, bright, open-minded young players are redefining everything about classical music concerts, from where they take place, to what you hear and how you behave. If you haven't been to an orchestral concert for a while – or ever – give this brilliant new breed of bands a try. You may be watching a revolution.'

Richard Morrison, The Times

[southbanksinfonia.co.uk](http://southbanksinfonia.co.uk)

## ROLE OVERVIEW

Through a wide range of performances in many styles, Southbank Sinfonia gives its players the opportunity to build their repertory and stamina. Complementing this, projects and activities each week of the programme enable them to develop a host of professional skills that will aid their progress as they set out to establish their careers.

The Orchestra Manager plays a leading role in running activities at the highest possible standard.

The Orchestra Manager takes overall responsibility for overseeing members of the orchestra and their performances, communications with players particularly regarding schedules and leaves of absence, managing all logistics for rehearsals and performances, and fixing deputy and extra players. The Orchestra Manager reports directly to the Managing Director, supervises the Orchestra Assistant & Music Librarian, works collaboratively with the Artist Development Manager and works closely with the orchestra itself, all colleagues and key figures at partner organisations, venues and promoters.

The post holder has the opportunity to play a central role in enabling a forward-facing young arts organisation to thrive. They can develop a wide range of skills, have a key voice in how the orchestra is managed effectively, and take pride in helping young musicians to fulfil their potential through a distinctive array of outstanding concerts.

## KEY RESPONSIBILITIES

### Orchestra Management

- Being first point of contact on the staff for orchestral players, encouraging them to talk directly to all other members of the team when appropriate.
- Writing and distributing the weekly schedule to the orchestra in a timely and accurate manner, and keeping them up to date with any other relevant information or announcements about their scheduled activity.
- Discussing and agreeing rehearsal schedules with conductors and guest artists, making efficient use of the orchestra and in particular deputy and extra players' time.
- Managing requests from players for leaves of absence ('NAs'); liaising with the Managing Director where necessary over the worth and feasibility of such requests; keeping accurate records of granted NAs and fixing deputy players as required.
- Fixing extra players for rehearsals and performances as required in accordance with the ABO/MU agreement; providing all necessary information to deputy and extra players in good time.
- Overseeing the monthly player payment process with the Orchestra Assistant and Administration Manager, ensuring payments are made on time and in accordance with the ABO/MU Agreement.
- Establishing seating plans for all concerts in discussion with the Associate Leader and Music Director as necessary, ensuring Southbank Sinfonia's rotational seating policy provides varied opportunities for all players.
- Playing a key role in the appointment of new players annually and overseeing the Orchestra Assistant & Music Librarian's role co-ordinating Auditions and Interviews
- Managing the player payments budget for deputy and extra players.
- Work with the Managing Director and Finance Director to develop and prepare concert budgets.

### Performance Management

- Ensuring the orchestra's rehearsals and performances run successfully and according to plan.
- Monitoring running times, taking responsibility for ensuring no session runs into overtime unless previously agreed.
- Working with the Managing Director in planning and managing the chamber music programme.
- Liaising with partner organisations, venues and promoters to plan events and resolve any issues as they arise.
- Chairing weekly 'scheduling' meetings with colleagues to aid future planning; liaising with the Administration Manager to ensure they have the necessary information to co-ordinate tour logistics, travel and subsistence.
- Ensuring provision of all necessary performance-related equipment for all rehearsals and performances; co-ordinating transport of all equipment to performance and rehearsal venues.

- Keeping an inventory of Southbank Sinfonia-owned performance equipment and ensuring it is used and stored safely; managing the Instrument Hire budget managing any maintenance as required.
- Taking responsibility for the Health & Safety of musicians during all concerts and rehearsals.

### **Supervision of Orchestra Assistant & Music Librarian**

- Ensuring they have a good understanding of what is expected and are making progress towards agreed objectives; helping to ensure that all music is acquired in good time prior to all rehearsals.
- Conducting regular meetings with the Orchestra Assistant & Music Librarian to ensure good planning of orchestra activity, strong communication and ensuring they have a good understanding of what is expected.
- Overseeing the management of the Music Library and helping to ensure all music is acquired in good time prior to all rehearsals.
- Training the Orchestra Assistant & Music Librarian to deputise for the Orchestra Manager 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

This is an opportunity for a passionate and hard-working individual to play a significant part in the progress of this thriving, future-facing arts organisation. We are seeking someone who brings an entrepreneurial spirit to their work, who will confidently embrace the many opportunities inherent in this role and be able to work independently as well as part of a team.

The following attributes are essential:

- Strong track record (minimum 3 years) in performing arts administration, with outstanding organisational skills, and experience in strategic planning and resourceful delivery of artistic projects.
- Direct experience of working closely with, and managing, orchestral musicians and guest artists.
- Proven ability to motivate and mentor performing artists; sensitive understanding of musicians, their needs, and the challenges which face them in today's profession
- Good knowledge of classical / orchestral music, practice and repertoire.
- Energetic and personable approach to team working, able to cultivate great working relationships with musicians, colleagues and a wide range of external partners.
- Proven ability to manage a variety of projects simultaneously and work on own initiative.
- Excellent verbal and written communication skills.
- Proficient computer usage.
- Full UK or EU driving licence held for at least one year.
- Exceptional attention to detail and ability to manage a complex workload with several projects running concurrently.

The following attributes are advantageous:

- Strong ambassadorial attitude, willing to advocate for the impact and worth of orchestral musicians in society.
- Music degree or equivalent.
- Good knowledge of developments in the orchestral sector
- Knowledge of ABO/MU agreement.
- Understanding of issues surrounding noise in the orchestral environment.
- Experience of budget creation and financial planning.

## TERMS OF EMPLOYMENT

The role of Orchestra Manager is offered on a full-time basis.

Regular hours of work are Monday to Friday, 9.30am – 6.00pm although Southbank Sinfonia's concerts necessitate some evening and weekend commitments.

The orchestras regular days of work are Tuesday-Thursday, and on these days the Orchestra Manager is required to be at work by 9am to prepare for rehearsal. On these days the Orchestra Manager may leave work early, at 5.30pm

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

Annual leave is 25 days plus statutory bank holidays.

Salary: £25,000pa - £28,000pa commensurate with experience.

Southbank Sinfonia operates an occupational pensions scheme via NEST.

## HOW TO APPLY

The closing date for applications is midday on Friday 19 October 2018.

We expect to hold first round interviews week beginning Monday 22 October. Please indicate in your application if you have any likely problems with your availability that week.

Applications should comprise:

- a **covering letter** addressed to William Norris, Managing Director, detailing your interest and suitability for this role
- an **up-to-date CV** outlining your relevant employment, skills, experience and qualifications

These should be submitted as **one document**.

Applications should be submitted by email to William Norris, Managing Director, Southbank Sinfonia at [william@southbanksinfonia.co.uk](mailto:william@southbanksinfonia.co.uk).

If you are interested, and would like to find out more about the role, or would value an informal conversation about how it may suit you at this stage in your career, we would be very happy to hear from you. Please contact Alison Brand, Orchestra Manager on 020 7921 0376 or [alison@southbanksinfonia.co.uk](mailto:alison@southbanksinfonia.co.uk).

Thank you for your interest in the role.