

## Orchestra Manager

### Job Description

#### ROLE

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|---------------|--|
| Contract      | Full-time, permanent   |
| Start date    | From February 2022   |
| Salary        | £32,000 - £36,000 per annum  |
| Location      | Wherever the Orchestra is performing or recording, otherwise flexible  |
| Reports to    | Senior Orchestra Manager   |
| Working hours | Flexible hours depending on the needs of the Orchestra, no more than an average of 48 hours per week, with regular attendance at evening and week-end events |

#### APPLICATION AND INTERVIEW DATES

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|-------------------------|--|
| Application deadline    | Thursday 13 <sup>th</sup> January 2022   |
| Interview               | Friday 21 <sup>st</sup> January 2022   |
| Format of application   | Please email a CV and covering letter explaining your interest and suitability for the role to <a href="mailto:recruitment@rpo.co.uk">recruitment@rpo.co.uk</a><br>Please put Orchestra Manager in the subject line and address your application to Louise Badger, Concerts Director |
| Application information | Please see our <a href="#">Guide for Applicants</a> and our website <a href="http://www.rpo.co.uk">www.rpo.co.uk</a>   |

#### PURPOSE OF THE ROLE

The Orchestra Manager is responsible for the engagement of orchestral personnel (Strings) for both the Royal Philharmonic (RPO) and Royal Philharmonic Concert Orchestras (RPCO) as required by their diary of commitments and for attendance at up to 60% of scheduled events in the UK and abroad.

The post-holder will build strong working relationships with Members of the Orchestra. They will be responsible for applying the Membership's agreed practices for balancing Member's RPO work with their other commitments and portfolio of work.

**DUTIES: PERSONNEL MANAGEMENT**

- To negotiate releases for Members both long-term and during the cycle of each monthly booking schedule, where necessary consulting with the Release Committee and Senior Orchestra Manager;
- To inform all Members by email of the Final Lists confirmed for each event;
- Where possible and when required, to work ahead of the monthly booking schedule to agree specific periods of work with Members and Deputies;
- To book Deputies as required for each event ensuring that the correct number of players are present, this may sometimes be at very short notice;
- To ensure that Deputies are accurately informed of their engagement conditions including repertoire and artists, relevant fees and/or special fees, travel/distance requirements, expenses and dress codes;
- To ensure that the high standard of Deputies is maintained, consulting regularly with the relevant Section Principal and/or other Principals and keeping lists up-to-date;
- To work closely with the Concerts Manager and Librarian to communicate to all musicians any alterations to the schedule regarding artists, repertoire and relevant orchestra timings and logistics;
- To assist the Senior Orchestra Manager in advising the Concerts Manager and Tours Manager of any specific instrumentation issues arising from the draft schedule, touring plans or longer-term discussions about repertoire;
- To work closely with the Tours Manager to ensure personnel for tours are confirmed in a timely manner and in accordance with the necessary deadlines for visas, flights and hotel bookings;
- To work closely with the General Manager RPCO on all personnel matters for the RPCO;
- To correctly input into Arts Vision (the online diary/database) all musician bookings and to ensure records are accurate and up-to-date for other staff;
- To provide the Finance Department with a complete and accurate Final List for payroll processing, clearly notating full details which affect fees payable including doublings and string rotations and the end time for any regional concerts;
- Work to an agreed on-call schedule with the Senior Orchestra Manager so that one person is able to respond to emergencies and sickness problems within the Orchestra and to replace absences where needed;
- To escalate to the Senior Orchestra Manager and/or Concerts Manager/Director as appropriate any major issues or problems at an event;
- To inform the Concerts Director and/or Concerts Manager or General Manager RPCO any issues relating to venue, artists or repertoire that occurred during an event;

- Communicate to the Stage Management team any last minute changes of personnel that may affect instrument transportation

### **AUDITIONS AND ORCHESTRA APPOINTMENTS**

- As required by the Senior Orchestra Manager, to agree a recruitment process for Rank and File vacancies with the Chair of the panel and relevant Section Principal;
- To notify the Concerts Coordinator and Concerts Director of the agreed timescale for auditions;
- To provide the Senior Orchestra Manager with the necessary information to ensure that the relevant advertisements are placed for each vacancy and that all applications are notified of the audition dates, venue, repertoire requirements and membership of the Audition Panel and their progress throughout the process;
- To organise and book accompanists as required;
- To attend auditions on the day ensuring that candidates are well cared for and the process is run to a high professional standard;
- To notify the Finance Department of the named panel members attending audition days for fee purposes;
- To administer the Trial process in consultation with the Panel or Section Principal ensuring that triallists receive all relevant communications and that the Panel and Board are kept up to date with any relevant information regarding the Trial;
- To agree a start date with successful candidates, ensuring that they have all the relevant information for their position and to notify Administration colleagues so that records are updated and Membership documents are issued on a timely basis;
- To provide unsuccessful candidates with the relevant feedback from the Panel

### **ATTENDING**

- Attend events as assigned by the Senior Orchestra Manager and be responsible for running up to 60% of all scheduled events when required providing backstage management and support and working closely with other members of the Concerts Department to ensure the smooth running of each RPO or RPCO event;
- To either take or share responsibility with the Concerts Manager for the care and hospitality of visiting artists, ensuring that individuals are looked after at all times and that the Orchestra is best represented to them;
- To respond to conductor, artist and musicians' requests and resolve any problems and issues arising at the venues;
- To call musicians, conductors and artists promptly to the stage at all events;

- To check dressing rooms and refreshment services provided on event days and to work with venue staff to promptly remedy any deficiencies;
- To ensure that car parking lists are adhered to and to assist venues in managing any issues that might arise;
- To make personnel announcements, give emergency procedure/health and safety guidance and welcome conductors and soloists at events as required;
- To check, complete and submit to the Finance Department the Final List for the event;

### **TOURS**

- Assist the Tours Managers with managing all orchestral personnel throughout the tour including airport and hotel check-in, coach travel, distribution of schedules, per diems and other key information as requested;
- Run the concert on the day, liaising with venue staff on local procedures;
- Assist the Tours Manager with resolving issues that arise on a day-to-day basis;

### **OTHER**

- To maintain appropriate and positive professional working relationships with musicians, visiting artists and colleagues and to ensure that confidentiality is maintained at all times;
- Undertaking such other duties as may reasonably be required by the Company;
- To act as a trained first aider for musicians and staff at venues (training will be provided);

## **PERSON SPECIFICATION**

The post-holder must be able to demonstrate the following:

- Demonstrable experience in orchestral fixing and personnel management
- Sound knowledge and understanding of the needs and requirements of orchestral musicians and orchestral repertoire
- Knowledge of instrumentation and understanding of orchestrations
- Experience and knowledge of working in an orchestral environment
- An excellent attention to detail and able to work to tight deadlines
- Excellent communication and negotiation skills
- An ability to work well independently and as a team player

- Commitment to working unsocial hours and frequently at short notice
- Good IT knowledge and ability to embrace new IT systems
- Current UK driving licence

#### Desirable

- Working knowledge of current MU/ABO, BPI and PACT regulations
- Familiarity with musicians' diary services

#### PERSON SPECIFICATION

- 20 days annual leave per annum (in addition to bank holidays), increasing to 25 days after two years of employment
- Additional paid leave during the Company's annual (Christmas) shut down
- Auto enrolment in the RPO's defined contribution pension scheme after a 3 month deferral period, with the option to join from Day 1. Under existing legislation there is an entitlement to opt out of the scheme. The RPO matches employee's contributions up to a maximum of 6% of salary
- Interest-free loan for an annual travel season ticket after 6 months