



# **NYO Orchestra Manager**

## Application Pack

### **Play your part at the National Youth Orchestra**

The National Youth Orchestra is the UK's leading organisation championing orchestral music as a powerful agent for teenage development. We are a welcoming community where every teenager can play their part in shaping their world through extraordinary music.

It's the greatest adventure a teenager can have in orchestral music, where young people develop much more than musical skills.

We welcome 10,000 teenagers of all backgrounds and different levels of musical ability into a national community to play and share orchestral music. At the centre of the organisation, our Orchestra, known as NYO, is acclaimed internationally as 'the world's greatest orchestra of teenagers' for their dazzling performances. Each NYO musician also plays their part as a leader and role model, sharing music and skills through NYO Inspire and NYO Open programmes.

With music education all but disappearing in state schools, the free programmes provided by NYO are needed more than ever – to ensure all teenagers have the opportunity to develop their confidence and skills for life through sharing and playing music together. Joining the NYO community, they open up to new friends and possibilities. Stepping out to perform, they rise to new challenges. Sharing their passion with other young people, they learn to inspire and lead.

### **The role**

The NYO Orchestra Manager joins a dedicated and collaborative team that supports young musicians through some of the most exciting musical experiences in the UK. You will lead the logistical planning and delivery of the NYO Orchestra's residential and concert activity, ensuring everything runs smoothly – from rehearsal schedules and accommodation to performance materials and travel.

This role is ideal for someone who is highly organised, calm under pressure, and enjoys working behind the scenes to make complex projects come together. You'll be a clear communicator, a team player, and confident working with a wide range of people – from teenage musicians and

their families to venues, tutors and freelance staff. Experience in arts or educational project delivery, and a commitment to creating inclusive, supportive environments for teenagers, are essential.

## Working at NYO

At the National Youth Orchestra, you'll work as part of a supportive, friendly and adventurous staff team. Learning and personal growth are intrinsic to every role.

Our offices near Holborn in central London are a hive of activity, a space for collaboration and ideas. Hybrid working is standard for most roles, with a flexible and supportive culture. During the year you will be present at NYO projects, concerts and events across the country, sharing music with young people across the UK.

NYO offers a season ticket loan scheme, cycle-to-work scheme, health cash plan, retail and entertainment discounts and a 24/7 counselling and support helpline.

## Purpose of the role

- Plan and coordinate the logistical aspects of NYO activities, working closely with the NYO Producer.
- Support the recruitment and ongoing management of young people in the NYO programme.
- Be an active member of the Programmes team, acting as a key liaison and ambassador for NYO and NYO Inspire musicians, their parents and guardians.
- Support the maintenance and upkeep of NYO equipment and warehouse inventory.



### Reports to:

NYO Producer

### Key relationships:

- Programmes team colleagues and wider organisational departments (e.g. Fundraising & Communications)
- Freelance staff including Stage Managers, Residency Assistants, Tutors and Support Team members
- NYO musicians and other participants, and their parents/carers

## Key responsibilities

### Activity planning

- Lead on planning space and resource requirements, liaising with venues and the NYO Producer.
- Manage accommodation and catering bookings for all participants and staff, ensuring deadlines and contracts are met.
- Work with the Youth Support team to meet dietary and other specific needs.
- Arrange all travel for young people, including residency arrivals, performance tours and travel surveys.
- Draft and submit Risk Assessments in collaboration with the Producer.
- Manage equipment and resources including truck lists, office materials, staging and instruments.

- Coordinate instrument load-ins/outs and identify local suppliers for any additional equipment or repairs.
- Oversee performance materials: liaise with librarian, freelance staff, and ensure timely distribution to conductors, tutors and artists.
- Communicate schedules, logistics and travel plans clearly to all participants and staff.
- Ensure CRM records (Salesforce) are updated and manage artist and staff allocations to events.
- Collaborate with the Inspire and Open Managers to ensure these programmes are embedded into NYO activity and resources are aligned.
- Support artist care and concert delivery in liaison with Stage Managers and the Support Team Coordinator.
- Carry out other planning tasks as delegated by the NYO Producer, as required.

### **Activity delivery**

- Oversee the setup of all rehearsal, performance and social spaces during residencies.
- Act as main contact for venue staff throughout activity.
- Monitor the schedule in real time, ensuring it runs to time and includes appropriate breaks.
- Deliver logistical and safety briefings to young people and staff.
- Create and adapt daily schedules and ensure timely distribution.
- Collaborate with the Youth Support team on the effective delivery of activity.
- Supervise the Residency Assistant and provide cover for the Producer as needed.
- Attend NYO residencies and support some NYO Inspire activity as part of the delivery team.

### **Young people and recruitment**

- Support NYO First and Final Round assessment events, including administration and attendance at Final Round days.
- Maintain accurate records on Salesforce in collaboration with the Youth Support team.
- Set up forms and events, manage communications with NYO Musicians.
- Coordinate tutor feedback and ensure it is recorded appropriately.
- Support evaluation processes (e.g. survey distribution and follow-up).
- Assist in gathering statistical data at key points in the NYO year.

### **Administration & Other**

- Support financial processes, including invoice and payment handling.
- Maintain accurate filing and records of post-project materials.
- Manage the maintenance, repair, purchase and loan of NYO-owned instruments.
- Work with colleagues to streamline team systems and processes.
- Undertake any other duties reasonably required within the scope of the role.



# Person Specification

## Personal attributes

	Essential	Desirable
Proactive and solutions-focused – brings energy and initiative to planning and delivery.	✓	
Highly organised – able to manage complex schedules and logistics with precision.	✓	
Positive and flexible – adapts to change and supports a collaborative team dynamic.	✓	
Excellent communicator – clear and confident in briefings, updates and interpersonal interactions.	✓	
Committed to inclusion – values equity and understands how to create welcoming environments for all young people.	✓	
A good level of classical music and orchestral knowledge		✓

## Experience

At least two years' experience of planning and delivery of arts or educational activity	✓	
Experience of managing logistics, venues and supplier relationships.	✓	
Experience of working with budgets	✓	
Experience of using CRM systems or databases		✓

## Skills

Strong administrative and organisational skills, with excellent attention to detail.	✓	
Effective prioritisation and time management in fast-paced environments.	✓	
Confident interpersonal skills with a range of stakeholders.	✓	
Proficient in Microsoft Office, especially Excel and Word.	✓	
Clear written and verbal communication, tailored to different audiences.	✓	

## Terms and Conditions

### Salary

£32,000 – £38,000 per annum  
dependent on experience

### Contract term

Permanent

### Hours

Full-time (35 hours a week)

### Annual Leave

27 days plus statutory bank holidays

NYO offers a season ticket loan scheme, cycle-to-work scheme, health cash plan, retail and entertainment discounts and a 24/7 counselling and support helpline. Hybrid working policy applies to this role; the core office days are Tuesday and Wednesday.

Most NYO projects take place during school holidays or at weekends, therefore the role will include some weekend and statutory holiday working, for which a TOIL policy is in place.

## How to apply

To apply for the role, complete the online application form available at <https://www.nyo.org.uk/work-with-us>

The deadline for applications is 10am on **Monday 2 June 2025**. Interviews will take place during w/c 9 June.

If you have any questions about the role, please contact [recruitment@nyo.org.uk](mailto:recruitment@nyo.org.uk).

## Equal Opportunities

NYO is an Equal Opportunities employer. Diversity and inclusion are central to our work, including recruitment practices. We aim to ensure no job applicant, employee, or participant receives less favourable treatment based on age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation. Individuals are selected, promoted, and treated based on their relevant merits and abilities. All employees must comply with and actively promote this policy.

## Safeguarding

NYO is committed to safeguarding and protecting the children and young people we work with. Our policies and procedures ensure sector-leading safeguarding practices. All employees, contractors, trustees, and volunteers are dedicated to maintaining an environment where young people's welfare is paramount. Our policies protect young people from harm, ensuring all concerns and abuse allegations are taken seriously and responded to appropriately.