



Deputy Orchestra Manager

Job Description

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| Job Title: | Deputy Orchestra Manager |
| Reports to: | Head of Orchestra Management |
| Salary: | £32,000 |

RSNO Overview

The RSNO is Scotland's national symphony orchestra and one of the five National Performing Companies, supported by the Scottish Government. The RSNO is a symbol of Scottish cultural excellence. Established in 1891, it continues to deliver the highest quality musical experience and enjoyment throughout Scotland, which has been shared by generations.

The Concerts Department

The Deputy Orchestra Manager is part of the Concerts Department. The Department consists of: Planning (Head of Planning, Planning Manager, Planning Officer), Orchestra (Head of Orchestra Management, Deputy Orchestra Manager, Concerts Administrator), Production (Head of Production, Stage Manager, Deputy Stage Manager), and Library (Librarian, Library Assistant).

Purpose of Role

The Deputy Orchestra Manager is a key member of Orchestra Management who, with the Head of Orchestra Management and Concerts Administrator, ensures the smooth running of the day-to-day operations of the Orchestra's rehearsal, recording, and concert schedule. The Deputy Orchestra Manager is primarily responsible for contracting Self-Employed Musicians in the String section and supporting the overall administration for Self-Employed Musicians. Additionally, the Deputy Orchestra Manager will support the Head of Orchestra Management in contracting in other sections when necessary and will liaise closely with the Planning and Production teams regarding the smooth delivery of the Orchestra's activity. The Deputy Orchestra Manager will support the Head of Orchestra Management in the management of the contract players when necessary.

Principal Relationships

External:

- Self-Employed Musicians
- Visiting artists and conductors

Internal:

- Head of Orchestra Management
- Concerts Administrator
- Orchestra musicians

- Musician representatives
- All Concerts and Engagement Department members
- Finance and Corporate Services team

Key Responsibilities

1. Engaging Self-Employed Musicians (extras and deputies) for work with the String section of the Orchestra as required, ensuring that accurate schedule information is disseminated at the time of engagement and any changes to the schedule are communicated clearly and promptly.
2. Supporting the Head of Orchestra Management in engaging Self-Employed Musicians (extras and deputies) for work with the Wind, Brass, and Percussion sections of the Orchestra, including distribution of schedule information and updates.
3. Developing and maintaining a regularly monitored and updated list of appropriate musicians who can be engaged for services with the RSNO on a Self-Employed basis, in consultation with RSNO musicians.
4. With support from the Finance Assistant, overseeing payroll for Self-Employed Musicians, including clearly communicating fees and other terms of engagement to Self-Employed musicians.
5. Organising and administering auditions for self-employed work, in collaboration with RSNO musicians.
6. Assisting with and contributing to the daily running of the Orchestra's scheduled activity.
7. Deputising for the Head of Orchestra Management as necessary, as well as supporting the Head of Orchestra Management with personnel issues when necessary.
8. Any other such duties as may reasonably be required by the Head of Orchestra Management and / or Chief Executive.

Person Specification

| Person Specification | Criteria |
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| Educations/Qualifications | <ul style="list-style-type: none"> ▪ Degree in Music or equivalent |
| Desirable Experience | <ul style="list-style-type: none"> ▪ Experience working in a music (preferably orchestral) environment ▪ Experience in an administratively demanding role ▪ Sound knowledge of orchestral repertoire |
| Specific Skills | <ul style="list-style-type: none"> ▪ Excellent administration skills ▪ Excellent interpersonal skills ▪ Fluent IT skills within standard Office package, particularly Excel. Experience with #DIESE desirable (but training can be given) ▪ Ability to manage multiple deadlines and a complex workload ▪ Excellent written and verbal communication skills |
| Personal Qualities | <p><i>A successful candidate will be:</i></p> <ul style="list-style-type: none"> ▪ A team player who works well collaboratively |

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| | <ul style="list-style-type: none"> ▪ Able to build and manage relationships with internal and external stakeholders ▪ Able to respond well to change in a proactive and problem-solving manner ▪ Positive with a “can-do” attitude ▪ A creative problem solver and willing to act on initiative ▪ Willing to rise to the occasion when needed ▪ Able to work with tact and discretion when dealing with confidential matters ▪ Highly organised and self-motivated with the ability to remain calm under pressure ▪ Ambitious to succeed by going beyond what is expected |
| Other | <ul style="list-style-type: none"> ▪ Prepared to work weekends and evenings ▪ Clean driving licence |

How to Apply

Applicants should email a CV detailing relevant experience and a cover letter explaining how you meet the job description’s criteria to recruitment@rsno.org.uk for the attention of Matthias van der Swaagh. Please include your name and the job title in the subject header.

Applications close 10am on Friday 18 July 2025.

First round interviews are projected to be on Wednesday 30 July 2025. A second round (if necessary) will be the following week.