



# BIRMINGHAM ROYAL BALLET

## Royal Ballet Sinfonia

The orchestra of Birmingham Royal Ballet

### Orchestra Manager

Contract	Full-time, permanent
Start date	June/July 2026
Salary	£35,000-£39,000 per annum depending on experience
Location	Birmingham/London, and wherever the orchestra is performing, rehearsing or recording

#### Purpose of the Role

The Orchestra Manager is responsible for the day-to-day management of the Royal Ballet Sinfonia. This includes all fixing, logistical arrangements and scheduling. They will be required to attend the majority of all rehearsals, recording sessions and performances.

The post-holder will build strong working relationships with members of the orchestra as well as technical and administrative staff across the Company. They will be responsible for applying the Musicians' Union contract to the every day workings of the Sinfonia.

The Royal Ballet Sinfonia is a 46-piece orchestra, expanded to the needs of the repertoire. All musicians are employed for 35 weeks a year to perform primarily for Birmingham Royal Ballet's main season productions.

In addition to the main season, the Sinfonia are engaged on a regular basis to perform for the Royal Ballet in Covent Garden, for international guest ballet companies performing in the UK, and for concerts, tours and recording sessions for external promoters.

#### Duties

- To book all freelance musicians required for all scheduled work to cover vacancies and absences in the orchestra, including very short notice emergency replacements.
- To ensure extra lists are kept up-to-date and consult regularly with members of the orchestra and Music Director

- To ensure all freelancers are accurately informed of the full details of their engagements, and are booked adequately in advance to ensure the high standard of freelancers is maintained.
- Be the first point of contact for all musicians (members and freelance), and be day-to-day line manager for all salaried musicians.
- Responsible for all musician release requests, and working with the Assistant Orchestra Manager, ensure accurate records of any absences are kept on the HR system, Cascade
- To produce the orchestra schedule, working closely with the Head of Orchestra, and to keep the orchestra updated with any changes in a timely manner
- To attend rehearsals, performances and recording sessions in the UK, and abroad if required. The orchestra work regularly in London in addition to Birmingham productions, as well as touring around the UK.
- To respond to musician, Music Director, guest conductor, stage and technical, and any other artist requests and resolve any problems or issues at each venue
- All administration in relation to extra payments due to salaried members, and to process all payments for freelance musicians
- To book, manage and work closely with the Pit Manager and Pit Assistants for all Sinfonia scheduled work, as well as keep records of their worked hours and process payments as necessary
- To attend all get-ins and get-outs, working with the Pit Management team to unload the instrument truck and set up any stage layouts or the orchestra pit
- To book and liaise with our external instrument transport provider, including providing detailed lists of what instruments and equipment is needed for each production or engagement
- To organise instrument hire and maintenance as necessary, including our regular percussion hire requirements
- In collaboration with the Head of Orchestra, to oversee the work of the Assistant Orchestra Manager, including piano tunings and transport, training schemes, auditions, purchase orders, hotel bookings, BPI/PACT forms, hearing protection and orchestra expenses.
- To attend and assist the Assistant Orchestra Manager in running auditions.
- To book trialists, organise and attend panel meetings, take responsibility for communicating all trial outcomes to musicians on trial.
- To work closely with the Librarian, who is based at Henry Wood Hall, ensuring all music is on the instrument transport when required and orchestrations on the schedule are accurate
- Attend technical meetings for all tours and produce technical riders for venues
- To communicate and work closely with Company Management, Stage Management and other relevant technical teams for all productions, keeping them informed of any issues that could affect the running of the show
- If necessary, for any international tours, to work closely with Head of Orchestra and Company Management for any tour administration
- Undertaking such other duties as may reasonably be required by the Company

### **Person Specification**

The successful candidate will be able to demonstrate the following skills and experience:

#### **Essential**

- Demonstrable experience in orchestral fixing and personnel management
- Sound knowledge and understanding of the needs and requirements of orchestral musicians. Experience and knowledge of working in an orchestral environment



- Knowledge of instrumentation and understanding of orchestrations
- Experience or working knowledge of MU contracts
- Excellent attention to detail and working to tight deadlines
- Excellent communication skills
- Excellent interpersonal skills and ability to work as part of a team, as well as working independently
- Commitment to working unsocial hours, travelling for work, and being on call to fix emergency replacements
- Good IT knowledge and ability to embrace new processes and IT systems

### **Desirable**

- Experience of ballet repertoire, ballet terms and orchestrations
- Experience in a theatre or with larger scale productions
- Working knowledge of BPI/PACT regulations

Find out more about the [Royal Ballet Sinfonia](#)

### **To apply:**

To apply to for this position, please submit an updated CV and a covering letter of no more than one A4 page, explaining your interest in the role and the skills and experiences you will bring, to Claire Dersley, Head of Orchestra, [clairedersley@brb.org.uk](mailto:clairedersley@brb.org.uk), with the subject line “Orchestra Manager”.

In your email, please indicate where you saw this position advertised.

Eligibility: Applicants must be eligible to work in the UK.

Diversity Statement: Birmingham Royal Ballet encourages applications from those from ethnically diverse backgrounds, as we strive to improve representation.

As part of the application process, candidates must also complete the Equal Opportunities Monitoring form: <https://forms.office.com/e/FWeBDBArrY?origin=lprLink>

**Closing date for applications: Monday 2 February**

### **Interviews**

**First Round: Friday 13 February    Second Round: Thursday 19 February**

