

Job Title: Orchestra Manager

Reports to: Music Director

JOB DESCRIPTION

PURPOSE OF THE ROLE

To support the Music Director (MD) in preparation for the season of scheduled work, particularly with

- Managing communication to all players for scheduled calls
- Managing logistics, and pit set up at each venue, including Health and Safety
- Seeking additional opportunities to increase the programme of Orchestral work

To facilitate talent management processes, across

- Engagement of Extra players, working from a talent pool or list
- Attendance management and supervision of all players
- Recruitment for new players and development of a talent pipeline

To provide accurate data for payroll processing based on good record keeping

To provide a level of service as first point of contact for the players and a visible presence for players and senior management

To manage own professional development and support a culture of continuous improvement

MAIN RESPONSIBILITIES

Working to the priorities set by the MD:

Artistic Programme and Orchestra Schedule

Planning

- Work closely with MD, Music, Operations, Artistic and Technical Departments in advance of the start of each season, or more frequently as required, to understand fully the Artistic Programme, and what this means for the Orchestra schedule; this may include:
 - Requirements for the Orchestra, any specified instrument needs, and/or recorded music
 - Any new scores and resulting orchestration work (complete or pending)
 - Venue and touring requirements including any rehearsal venues which may require booking
 - Other small-scale work involving the Orchestra, our musicians and pianists, including activities for Development, Engagement, creative learning or other activities including auditions

- Any budgetary preparation required for the season or individual projects, with accurate costings based on all agreed terms and protocols
- Ensure the number of players for each production and each Orchestra section is agreed well in advance with the MD and notified to all section leaders and the Committee
- Develop all documentation and communications as required to facilitate timely notifications to all Orchestra Members and other players including orchestra pianists, keeping track of confirmations, acceptances and any notified changes

Operational Delivery

- Become familiar with the requirements of each touring venue; plan and manage transport and arrange get-ins and get-outs for Orchestra instruments and other equipment as needed; liaise with Company Manager and Technical staff as needed
- Manage the hire of instruments, including pianos, equipment (consulting with Technical on sound equipment) and other services; services include piano tuning, for touring and all pianos on-site at MCD
- Oversee set up and layout of the Orchestra pit at each venue, for the number of players required in each section and any sound equipment, or protective screens
- Be responsible for the implementation of Health and Safety measures, including risk assessments
- Liaise on any technical and sound issues including amplification, for all venues, and ensure the players have adequate hearing protection

Opportunities for Additional Orchestral Work

- Network to seek and secure opportunities for additional work for the Orchestra or small-scale projects, which are feasible from a logistical and budget standpoint
- Develop good knowledge of the ENB Philharmonic digital portfolio and research and develop opportunities for more digital recording work, in consultation with other music staff as required
- For each opportunity identified, estimate the resource needs and costs including rehearsal time and any touring, put forward a written proposal to the MD and Executive Producer for their consideration, following up as needed on any action points to take this forward or decline the opportunity

Talent Management

Talent Pool (Extras and Deputies)

- Maintain contact with a network of players of the required calibre who can take up work offered at short notice, covering all sections of the Orchestra, working in consultation with Section Leaders
- Maintain contact and manage or oversee all offers of work and contracting arrangements for Extra Players, acting as hiring manager, as required; manage or oversee similar arrangements for Deputies, ensuring optimal staffing for all calls
- Ensure that any Extra or Deputy (E or D) engaged to work has the right to work in UK with valid documentary evidence and that this is passed to HR Operations with relevant contact details
- Provide the Dignity at Work Policy to all players and ensure this is adhered to throughout their engagement

Attendance and Supervision (All Players)

- Ensure an accurate register of attendance is taken of all players at every rehearsal and performance; manage this process rigorously if unable to do this in person
- Monitor overall attendance of Members in line with contractual requirements
- Track any notified absences, including sickness absence, or other leave, and notify HR Operations (for Members) or Payroll (for E's and D's) with certification as required
- Take feedback from Section Leaders on performance standards of new Members to enable a consistent process for managing end of probation reviews
- Notify HR Operations of any resignation or other notices from Orchestra Members when received, and chase as needed to ensure written notification is received
- Provide general monitoring of behaviour and dress code and note any concerns or issues, taking follow up action or reporting up as required
- Participate in any investigation or ENB procedure as required to support the management of performance, conduct or capability of any Orchestra personnel

Recruitment

- Work collaboratively with HR recruitment team on any identified and authorised recruitment needs, providing proactive support and advice throughout the process, including target dates for auditions and trials
- Become very familiar with and work to the principles of equality, with reference to the Recruitment and Selection Policy, unconscious bias and other related training and EDI objectives, such as the Black Lives in Music (BLIM) programme for inclusive recruitment
- Support arrangements and notify all players involved in auditions, including accompanying pianists, requirements for attendance at Orchestra auditions and all relevant documentation
- Follow up similarly, as agreed, to support arrangements for trials and triallists
- Provide support as appropriate to ensure that auditionees and triallists can have a positive experience during the recruitment process

Talent Pipeline

- Develop and maintain a network of contacts (both administration and key influencers) with target music colleges, schools and conservatoires
- Deliver a programme of agreed activities (such as site visits or Side by Side working) with these target establishments to create visibility of the ENB Orchestra and allow their students to engage with us, encouraging participation from a diverse talent pool
- Liaise with the Recruitment team to embed these initiatives as part of the ENB Future Talent Programme

Workload Management and Administration

Administration for Payroll

- Maintain and collate accurate data (drawn from each attendance register) on work performed by each Orchestra player (Members, Company Pianists, E's and D's)
- Collate into the timesheet format as required, using the Excel template provided
- Gain familiarity with the House Agreement terms and conditions and all information which will trigger payments and ensure this is noted accurately
- Ensure information submitted to payroll is timely and can be backed up by accurate record keeping; raise any questions in advance of the payroll submission deadline

- Respond to any questions regarding data submitted to payroll, taking action to follow up with further information as required
- Seek to improve processes where possible, after successful trial of any changes

Workload Management

- Outside touring weeks, work on site at MCD to maintain a visible presence and attend meetings, as required
- Maintain a visible presence during touring weeks at each venue and attend all scheduled calls
- Manage workload and portfolio within annualised hours, and working part time; consult as needed and plan ahead for busy periods; book own annual leave within the holiday year
- Uphold the provision of a safe working environment, always adhering to the Health & Safety Policy and requirements

Relationship Management

- Act as first point of contact for players regarding contractual or pay queries
- Develop a good understanding of and sensitivity to the needs of performing musicians; develop the skills and knowledge to provide signposting to support services and provision of pastoral care as needed
- Work collaboratively and consultatively with senior management and all stakeholders, including the Musicians' Union and the orchestra committee
- Assist with onboarding for any new Members or music staff and support the MD as needed with visiting creatives
- Support the implementation of ENB policies and procedures as required and uphold ENB values and behaviours
- Act as an ambassador for the Orchestra, internally and externally

Continuous Improvement

- Seek to enhance the reputation of the Orchestra through networking and supporting additional work opportunities and opportunities for a future talent pipeline
- Uphold the ENB values and principles of Equality, Diversity and Inclusion, respect, and dignity at work in all aspects of the role
- Support ENB's Environmental Responsibility Strategy, policies and objectives in all aspects of the role
- Manage own learning and continuous professional development within the role
- Uphold a culture of continuous improvement and innovation

PERSON SPECIFICATION

Orchestra Management

- A good track record in orchestra management and administration for a professional orchestra and ability to engage talent at short notice ('fixing duties')
- Strong ability to understand the orchestra resourcing requirements for each production, and each section of the orchestra
- Experience in managing communications with Orchestra players to track and monitor acceptance of scheduled work
- Ability to liaise on requirements and oversee the get-in/get-out arrangements and the preparation of the Orchestra pit in each venue for each production

- Ability to manage the attendance register accurately and consistently for all scheduled calls

Workload Management

- Proven ability to work across a range of activities including specialist areas, with good time management
- Ability to work effectively as part of a touring company, with an understanding of resourcing and budget considerations
- Ability to gain a good understanding of different contractual arrangements and collective terms and conditions
- Ability to collate accurate information on work performed by each Orchestra player to support payroll
- Proficient user of Microsoft Office including Excel and ability to become operational with new processes
- A good understanding of health and safety issues and measures required for working in the orchestra pit and ability to undertake any training required
- Ability to work evenings and weekends during performance weeks, and ability to attend touring venues
- Able to arrange working hours effectively to complete duties within part time annualised hours

Relationship Management

- Strong relationship building skills and ability to network within the sector to seek further work opportunities for the Orchestra
- A consultative and collaborative approach
- Ability to work under direction or under own initiative as required
- Experienced in liaising with freelance players
- Ability to uphold the principles of dignity and respect in the workplace and principles of equality, diversity and inclusion
- Ability to support a productive work environment for Orchestra players, and provide a level of pastoral care as needed
- Some awareness or experience of working in a unionized environment
- Credibility as an ambassador for ENB internally and externally

Continuous Improvement

- Ability to support a culture of continuous improvement
- Ability to manage own learning and continuous professional development to the role

EMPLOYEE BENEFITS

- 25 days annual leave plus statutory public holidays (pro-rated for part time working)
- 24/7 free access to our EAP (employee assistance programme) via Life and Progress
- Free access to Ballet Active, our digital library of ballet classes and fitness content
- Free access where availability permits to English National Ballet dance classes held on site
- Complementary tickets to selected ENB events

- Up to 7.5% company pension contributions (post probation)
- Season ticket loan
- Eye care vouchers
- 15% discount at The Barre (coffee bar located at Mulryan Centre for Dance)

This job description is a guide to the nature of the work required of the prospective employee and does not form part of the contract of employment. It is neither wholly comprehensive nor restrictive and therefore does not preclude change or development that will inevitably be required in the future.