



Job Title: Chief Operating Officer
Reports to: Chief Executive
Direct Reports: Artistic Assistant, Music Librarian, Stage Manager
Hours of Work: 40 hours per week

Purpose:

The Chief Operating Officer of the Christchurch Symphony Orchestra is a central role in the organisation, responsible for overseeing the implementation and delivery of the organisation's programme of work and wider strategic objectives outlined in the business plan through the week-by-week running of the management team.

The position works closely with the Chief Executive and as such the position has scope to influence the creative and business direction of the CSO.

Strategic Planning: The Chief Operating Officer works with the Chief Executive to lead and organise the management team in the delivery of the organisation's Business Plan and Operational Plan. The post-holder will participate in strategic planning and discussions with the Chief Executive along with the other managers and lead on major projects

Financial Planning: The Chief Operating Officer works with the Head of Finance on all areas of financial management from multi-year budgets to the payment and reconciliation of individual invoices and receipts.

Funding: The Chief Operating Officer leads the operational funding application and acquittal process.

Legislation and Regulations: The Chief Operating Officer leads on all legislative compliance including Health and Safety.

Staffing and HR: The Chief Operating Officer oversees the day to day HR management of artistic staff including the musicians.

The Chief Operating Officer reports to the Chief Executive and has management responsibility for the Artistic Assistant, Librarian, Stage Manager and Production contractors.

Duties of the Position:

Strategic Planning and Delivery

- Work with the Chief Executive and the management team to develop and deliver the organisation's Business Plan.
- Work with the Chief Executive and Head of Finance to develop multi-year budgets and organisational financial strategy and policy.
- Work with the Chief Executive and management team in setting priorities and workflows based on the aims and objectives of the Business Plan.
- Lead staff responsible for implementing the annual artistic plan as developed by the Chief Executive.

Artistic Management

- Ensure the best possible orchestra is contracted at all times within set budget constraints
- Direct and oversee recruitment processes of new orchestra members ensuring CSO audition procedures are followed. Collaborate with the Artistic Manager/Chief Executive over the appointment of employee musicians
- Ensure rehearsals, dress rehearsals and performances are professionally managed and that all contracted stage crew, including Stage Manager, understand their responsibilities and are executing them to a high standard.
- Contribute to the development of the annual concert season as requested

Financial Management

- Work with the Chief Executive, Head of Finance and the management team to develop the annual budget for the organisation and delegate responsibility for individual budget management to managers where appropriate.
- Work with the Head of Finance to regularly assess the budgetary position and create on-going forecasts, consulting department managers on expenditure and income.
- Work with the Chief Executive and Head of Finance to monitor and control cash-flow for the organisation.

Funding

- Prepare an annual operational funding plan in consultation with the Chief Executive
- Prepare, submit and acquit operational funding applications to gaming and charitable trusts

CSO Centre and Operational Management

- Manage the CSO facility and assets, including the co-ordination of any external users
- Manage the on-going and day to day relationship with the CSO Centre landlord
- Manage and negotiate key resource contracts including building maintenance, IT infrastructure and support, communication systems, ensuring they meet CSO's needs.
- Liaise with Finance Manager to ensure all insurances are up to date with sufficient cover in place
- Lead on contractual hire relationships with venues including the Christchurch Town Hall

Concert Logistics

- Liaise with Chief Executive and Artistic staff to identify required production elements
- Ensure appropriate production elements are in place for performances

Health and Safety

- Monitor and maintain an up to date Health and Safety policy, including risk and incident registers, ensuring CSO staff and players are informed of current policies
- Monitor office, rehearsal and performance spaces ensuring risks are identified and all practical steps taken to reduce, control or eliminate are taken.

Other duties

- Represent the CSO at industry events as required
- Deputise for the Chief Executive when appropriate
- Carry out other reasonable tasks as requested by the Chief Executive from time to time

Personal Specifications

Essential:

- Thorough knowledge of orchestral music
- High level budgeting and reporting skills with experience reporting to a variety of stakeholders including government funding partners, corporate and philanthropic partners and Boards
- An ability to think analytically and act decisively
- Must be able to handle organisational and communication aspects of the position in a positive, professional and timely manner and be able to demonstrate an ability to work with others as part of a team
- Strong writing, oral and interpersonal skills
- Tertiary level qualifications in music or equivalent professional experience
- Proven experience in a senior leadership role with a professional orchestra or a performing arts organisation

Desirable:

- Experience preparing and acquitting funding applications
- IT and facilities management experience
- Familiarity with current Health and Safety Legislation is an advantage

To apply for this position, please send a curriculum vitae and covering letter to the Chief Executive office@csso.co.nz by 5pm, 23rd September 2020