



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

Position Summary:

The Orchestra Manager will lead the team that is focused on realizing the CSO's artistic vision through a range of public and private concerts, events and activities.

As a member of the Senior Leadership Team, this role will also contribute to the strategic planning process, ensuring the CSO continues to be a relevant and dynamic arts organisation.

Professional Requirements:

Minimum of an undergraduate (or equivalent) qualification in music

Proven experience of working with a professional orchestra or equivalent performing arts organisation.

Proven experience at managing and leading a team.

High level of financial acuity.

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.

Familiarity with current Health and Safety Legislation is an advantage.

Duties:**Leadership**

- Lead staff responsible for implementing the annual artistic plan as developed by the CEO.
- Ensure individual annual work plans are completed and in place
- Undertake annual performance reviews of Artistic staff
- Contribute to Senior Leadership Team strategic planning processes
- Prepare monthly board reports ensuring Trustees are kept up to date with progress against CSO business plan and strategic goals
- Work closely with the CEO to engage soloists and conductors of the highest calibre

Artistic Management

- Ensure the best possible orchestra is contracted at all times within set budget constraints
- Oversee the recruitment process of new orchestra members including fixed, contract and freelance musicians ensuring CSO audition procedures are followed
- 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

- Contribute accurate and timely financial information to assist with preparing the annual CSO budget
- To manage the overall Artistic expenditure budgets within the guidelines and levels agreed with the Chief Executive

Town Hall and Future CSO Home

- Liaise with Town Hall delivery team to ensure logistical and technical requirements are in place for the CSO's future home building
- Oversee the relocation of the orchestra and its operations to the CSO's future home
- Develop and maintain excellent relationships with Town Hall venue managers ensuring CSO's operations are delivered successfully
- Develop new operational guidelines for staff and orchestra specific to the new CSO Home
- Manage the CSO facility, including the co-ordination of any external users

Concert Logistics

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

Other

- Liaise with Finance Manager to ensure all insurances are up to date with sufficient cover in place
- Ensure telecommunications and IT provision meets CSO's needs, ensuring cost effective and efficient delivery of service
- Undertake venue bookings and contracting within agreed time frame

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.