

Northern Chamber Orchestra MMU, Brooks Building, 53 Bonsall St, Manchester M15 6GX Box Office and Information: 0161 247 2220 Email: info@ncorch.co.uk www.ncorch.co.uk

Job Description / Personal Specification: April 2019

**JOB TITLE:** GENERAL MANAGER

**REPORTS TO:** Chairman of the Board

**DIRECT REPORTS:** Orchestra Manager, Marketing & PR Manager, Office Administrator, Librarian.

**JOB SUMMARY:** The General Manager fulfils a key leadership and artistic position within the organisation and is responsible for managing the human and financial resources of the Northern Chamber Orchestra in order to achieve its mission and objectives, and for implementing the policies set by the Board of Directors. The General Manager reports to the Board through its Chairman. The job holder is expected to demonstrate the ability to lead, inspire and motivate the administrative team and the Orchestra's members.

**THE ROLE:** Strategy and Leadership: Develop and implement a strategy for the Orchestra that supports the artistic, financial, public relations and educational objectives of the organisation. Participate in and report to all Board meetings. Develop and implement current and long-range administrative and personnel planning. Prepare and submit for approval annual operating budgets. Monitor and authorise expenditures in accordance with approved budget; prepare updated projections based on actual income and expenditure.

**Development, Marketing and External Relationships:**

- Develop and maintain relationships with the Orchestra's supporter groups, volunteer groups, other Arts organisations, education establishments, public bodies and government agencies.
- Identify and approach sources of income, patronage and sponsorship such as companies, local authorities, large private and public sector organisations and private individuals.
- Arrange meetings with possible sources of financial support and attend networking groups.
- Ensure that Staff and Board maintain effective communications with each of these groups. Prepare and submit grant applications and reports e.g. to Arts Council England and any other agencies which may, from time-to-time, contribute funding to the Orchestra.
- Ensure that grants are utilised in accordance with grant guidelines and that all reporting requirements are met.
- Ensure that the development objectives are met with the Orchestra's Marketing and Education activities.

**Education work:**

- Plan, manage and implement work with school and colleges across the region to fulfil the objectives of the organisation which aim to engage and inspire young people with the power of high-quality live music.
- Actively manage and carry out the tasks involved in putting on education events- from devising schemes and making grant applications to liaising with schools and venues.
- Liaise with grant and funding organisations and other agencies to provide adequate funding for the projects.
- Project manage all aspects of the financial side of the education schedule, from budgeting to evaluation and reporting.

**Outreach work:**

- Manage and maintain current projects and devise new ways to engage with local communities.
- Continue the schemes aimed at taking live music to care homes and the work with those living with dementia.

**Concert Production:**

- Develop, maintain and implement a strategic and forward-looking master plan, in consultation with the Artistic Director, for Orchestra programming operations, including rehearsal schedules, concerts, programme themes and ideas, special events, broadcasts, recordings and audience development.
- In consultation with the Artistic Director, seek, obtain and promote new opportunities for performances by the Orchestra and its ensembles.
- Oversee orchestral management to ensure that related equipment, music, instruments, licences, and permits are secured, as required; logistical and administrative requirements for the musicians are met for performances, recordings and broadcasts; rehearsals and concerts are properly staffed and guest artists' contractual, administrative and logistical requirements are met.
- Attend / manage rehearsals and concerts, as appropriate.

**Artistic Administration:**

- Work in close conjunction with the Artistic Director in the development, implementation, and monitoring of the Orchestra's artistic objectives.
- Consult with the Artistic Director in the selection of guest artists, guest directors and conductors, (performing groups) associate ensembles (e.g. choirs, educational organisations), and programmes to support the Orchestra's artistic objectives.
- Negotiate contracts for all guest artists within budget parameters set by the Board.
- Negotiate the annual Freelance Orchestral Agreement and any other agreements required from time-to-time, using the collective negotiating framework provided by the Musicians Union in accordance with approved budget and policies set by the Board.

## **PERSONAL CAPABILITIES, SKILLS AND EXPERIENCE**

### **Qualities / Personal Capabilities**

- Visionary / strategic thinking: able to embrace a three-year view of the company, measuring current activity in terms of future direction.
- Proven track-record of achievement of key goals through effective teamwork.
- Leadership: capable of inspiring passion and enthusiasm. To be a team leader, possessing the ability to ensure effective communication between all levels in the organisation and able to set a clear direction for the team and support team in achieving their objectives.
- Financial acumen: able to understand the importance of managing the finances and working to budgets. Possessing the ability to negotiate commercial agreements.

### **Skills Profile:**

- A skilled Arts manager, ideally with at least 3 years' proven, relevant experience in orchestral administration.
- A comprehensive understanding of all the discrete functions required to manage an orchestra, particularly business development, within the arts sector, and finance.

*The NCO is an equal opportunities employer.*

*The role is part-time, 4 days a week. The salary range is £30,000 - £35,000 per annum, depending upon skills and experience; includes benefits for a 4-day week.*

*Applicants are required to provide a CV and a covering letter (not longer than 2 x A4 pages), to [info@ncorch.co.uk](mailto:info@ncorch.co.uk)*

*The covering letter should address the requirements stated under the section 'Personal Capabilities, Skills and Experience'.*

*Closing date for applications: **Friday 10 May 2019, 17:00.***