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**CONCERTS MANAGER**

The Northern Chamber Orchestra (NCO) has come a long way since it was set up in 1967.  It now presents a successful annual series of eight concerts at the [Heritage Centre in Macclesfield](https://macclesfieldmuseums.co.uk/venues/the-old-sunday-school), which attracts top-flight soloists.  The 2021-22 season features pianist Steven Osborne, oboist John Roberts, cellist (and NCO President) Raphael Wallfisch, violinist (and NCO Artist in Association) Chloë Hanslip, horn player Ben Hulme and guitarist Craig Ogden.

The NCO is ‘Orchestra in Association‘ at [The Stoller Hall](https://www.ncorch.co.uk/2018/03/05/northern-chamber-orchestra-in-association-with-stoller-hall/), Manchester’s newest space for music and performance. Our players also perform annually at [Buxton Festival](http://www.buxtonfestival.co.uk/), playing for its main opera productions, and regularly give orchestral concerts at St John’s Church in Buxton. The orchestra also performs across the North of England and is regularly included in [Orchestras Live](http://www.orchestraslive.org.uk/) programmes across rural areas, including the Lake District.

The [members of the orchestra](https://www.ncorch.co.uk/about-the-northern-chamber-orchestra/the-players/) (approximately twenty five in total) are all distinguished chamber musicians who regularly appear as soloists.

The orchestra delivers an extensive learning and development programme with schools, colleges and music groups in many of the orchestra’s concert locations. Its ethos is to provide young people and adults with opportunities to engage with enjoyable and inspiring projects, which are tailor-made to meet specific needs.

**JOB DESCRIPTION**

**Freelance Contract:**

428 hours worked as annualised hours. Fee £7,200 per annum, payable monthly in arrears plus

Principal Rate equivalent (£154.50 plus travel) for acting as Orchestra Manager at each engagement

**Main purpose of the role:**

The Concerts Manager position is a combination of two roles – Orchestra Fixer and Orchestra Manager. It is the main point of contact for players and is responsible for the effective delivery of the orchestra’s live, recorded, educational and community activity.

*Responsible to:* General Manager

*Close working relationships with: General* Manager, Artistic Director and Education Co-Ordinator

**Key accountabilities**

**ORCHESTRA FIXER**

NCO is a freelance orchestra with a list of player-members who have the first call on concert work

* Keep an up-to-date record of members and other freelance players on the orchestra database
* Consult with player principals and Artistic Director over their player preferences for engagements
* Fix players for engagements, drawing from NCO membership and freelance pool
* Produce concert-specific contracts for engagements, which include details of fees and expenses – informed by the Musicians’ Union /NCO Agreement
* Produce player payment details for the Finance and Administration Officer
* Maintain a shared, up-to-date list of forthcoming engagements (whether confirmed or pencilled) including rehearsals and keep players informed
* Book rehearsal venues
* Advise the General Manager on budgeting and operational matters relating to engagements, including preparation of quotes

**ORCHESTRA MANAGER**

* Develop and maintain records of venues, facilities and contact details and make appropriate plans if additional equipment is required. Occasionally establishing suitability of prospective venues.
* Be the point of contact for ‘on-the-day’ matters and be well-prepared to sort out last minute problems.
* Set up the stage, music stands, rostra and NCO’s lights as required
* Ensure that there are adequate backstage facilities and refreshments available for orchestra
* Liaise with venue, orchestra leader and conductor (if there is one)
* Stage-manage the concert
* Ensure that soloists have everything that they need
* Ensure that rehearsals run to timetable and, in the event of unexpected overtime, inform the Artistic Director/conductor of this and its implications
* Ensure that all engagements are compliant with relevant Health and Safety and Noise at Work regulations. Completion of risk assessments when required.
* Act as ambassador for the orchestra –act as representative of the NCO to maintain good relationships with promoters, agents and venues

**PERSON SPECIFICATION**

*Essential*

* Demonstrable knowledge of the profession – e.g. orchestral or concerts management, professional orchestral playing experience or equivalent or knowledge of stage managing
* Use of a car or van with enough space to take equipment to venues, etc
* Driving Licence
* Good organisational, interpersonal and communication skills
* Working calmly and efficiently under pressure
* Problem solving skills
* Good computer skills – Microsoft Office and ability to learn new packages
* A clear commitment to Equality, Diversity and Inclusion

*Desirable*

* Understanding doubling, porterage and overtime in relation to the MU agreement
* Common sense and advice seeking
* Flexibility
* First Aid qualification