

CITY OF LONDON SINFONIA

Orchestra Manager
Performances Manager



OVERVIEW

City of London Sinfonia (CLS) seeks outstanding individuals for the roles of Orchestra Manager and Performances Manager to deliver the Orchestra's wide-ranging performances alongside the Chief Operating Officer and our outstanding musicians. CLS delivers a wide range of performances, from the Orchestra's own innovative London series incorporating elements such as cross-genre collaborations and immersive performances to residencies at St Paul's Cathedral, Opera Holland Park, tours around the UK, planned tours to Japan, and performances for very young children as part of our Participation programme.

Both positions play an important role in delivering these performances in a wide range of settings and will provide an outstanding experience for two individuals looking to advance their career in an ambitious chamber orchestra.

We are seeking two individuals who share our passion for delivering innovative performances, with at least three years' experience, exceptional organisational and interpersonal skills, and a collegial approach. The Orchestra Manager's primary focus will be to manage orchestral musicians (including 'fixing' duties), with the Performances Manager focusing on project management in advance of performances (including librarian duties). The two positions will share on-the-day concert management equally. There will be opportunities to increase responsibility and tailor the roles to individual strengths.

THE ORGANISATION

We are City of London Sinfonia, the orchestral home to 43 outstanding professional musicians who come together in the shared belief that music has the power to transform people across all areas of society.

We give over 75 performances every year anywhere from an East London club to international concert halls, cathedrals and opera houses, or communities who because of location or opportunity would not otherwise experience outstanding professional music-making. We spend over 150 days every year in schools where social background often creates a barrier to creativity and ambition, hospitals for young people with severe and challenging conditions, and with older people dealing with loss of loved ones and memory. We place equal value and bring the same approach to everything we do: the highest quality; a distinctive, 'seriously informal' style of performance that removes the barriers between musicians and audiences so that people can experience the transformative power of music; and a warmth of music-making that is created through our musicians sharing a wider range of experiences together beyond the concert platform.

This approach involves inviting artists from across the arts to enhance and transform our performances. Outstanding classical musicians collaborate with musicians in jazz, folk and contemporary music, artists in film, dance or visual art or with explorations of science, history or philosophy, giving an extra dimension to new music and shedding new light on the familiar. Audiences can immerse themselves in a world that brings together music with the visual, the adventurous and the thought provoking. A CLS performance is often fun, but we do not shy away from inviting audiences on demanding musical journeys.

Each and every one of our musicians is the catalyst and driver of our approach and are unusually committed to using music as a means of transforming people and communities. With our Creative Director and Leader Alexandra Wood, alongside a team of visiting associate artists, they conceive and deliver imaginative performances and achieve ambitions they could not realise elsewhere.

The need for our approach is demonstrated by the growing numbers of people who are joining the wider CLS family – audiences, artists and not least those who support through financial investment; people who share our vision for transforming people in all parts of society through our outstanding music-making.

CITY OF LONDON SINFONIA PERFORMANCE PROJECTS

CLS delivers a wide range of performances throughout the year, including:

London Own-Promotions – two thematic series each year at venues including Southbank Centre’s Queen Elizabeth Hall, Southwark Cathedral, Village Underground and Wilton’s Music Hall. These are often highly creative, innovative performances including immersive theatrical elements and cross-genre collaborations, and require a considerable input from both these roles to deliver these elements to a high standard. Forthcoming themes include *Absolute Bird* (Spring 2019), featuring birdsong related events with artists including Genevieve Lacey, Sam Lee, Sian Edwards and Jessica Cottis, and RSPB president Miranda Krestovnikoff; Storytelling (title tbc, Autumn 2019) with well-known authors and poets; and *World’s Colliding* (Spring 2020), which explores the meeting point of classical music with experimental, electronic and rock music.

Opera Holland Park – our annual summer residency at Opera Holland Park, which enjoys an outstanding reputation for its productions of neglected, large-scale late-19th and early-20th century Italian works.

St Paul’s Cathedral – performances throughout the year with the cathedral choir and organists, including at Sunday morning services every summer and major Christmas events.

Touring and Residencies – plans for 2019 (funding dependent) include a major tour of the soundtrack to the classic Indian film *King of Ghosts* with the composer and sarod virtuoso Soumik Datta; a week-long residency in and around Truro; a Cathedrals Tour with our immersive *Fruit of Silence* programme, originally part of our Autumn 2017 series; and performances with partners including Orchestras Live. The Orchestra will tour Japan in 2020-21.

Participation Performances – both roles will contribute to Participation performances, including an annual week-long tour for 2-5-year-olds in East Anglia, in partnership with Orchestras Live; termly primary school performances in Tower Hamlets and Harrow; our live soundtrack *We’re Going on a Bear Hunt* project, and *Mindful Music* performances for corporate clients including the Soho House Group.

THE ROLES

Orchestra Manager

This role covers all areas of orchestral personnel management including all communications with our musicians, human resources and recruitment, ‘fixing’ for all performances (including some participation projects).

The Orchestra Manager will also share on-the-day concert management with the Performances Manager.

Responsibilities

Orchestral Management

- Overall human resource responsibility for our team of outstanding freelance orchestra musicians
- Maintain excellent working relationships between CLS musicians and executive team, including all player communications
- Fixing musicians for all artistic output and participation performances
- Managing sections and ‘extra’ lists with section principals
- Oversee and drive recruitment processes for all player vacancies

Performances Manager

This role covers all areas of performance project management including all technical, logistical and travel management, venue liaison and librarian duties.

The Performances Manager will also share on-the-day concert management with the Orchestra Manager.

Responsibilities

Concert Project Management

- Managing rehearsal and concert venues
- Procuring and managing all technical and musical equipment needed for performances
- Preparing performance schedules for musicians
- Managing all travel and accommodation arrangements for regional performances
- In the absence of the Orchestra Manager, fixing replacement musicians where required

- Preparation and distribution of orchestra concert schedules, and schedules for conductors / artists as required
- Advising Participation team on player-related issues where appropriate
- Maintain database of player payroll and contact information, and administering performance fees
- Responsibility for performance management, including any grievances and disciplinary proceedings
- Administering the CLS Players' Committee

Library duties

- Researching music editions and orchestrations
- Sourcing and acquiring music as required including dealing with publishers, agents, musicians, arrangers and composers
- Preparation of parts including bowing, checking orchestrations, scanning, etc
- Managing and maintaining CLS's own library and library database
- Distribution of music as requested by players
- Using Sibelius to produce new parts/re-orchestrations where necessary
- Managing Library budget and reporting to accounts on committed and budgeted expenditure
- Assisting Participation department with sourcing and managing music and orchestral material for projects as required

Both positions to share on-site management of all artistic activity:

- Transporting of music and equipment (stands, basic lighting as necessary, etc) to and from rehearsal/concert venues
- Setting/clearing away the orchestra and time-keeping/running the rehearsal, troubleshooting any issues or problems that might arise
- Ensure that the conductor is fully apprised of personnel changes/issues
- Ensure that the orchestra is informed of any relevant information/changes to their schedule
- Liaising with venues on site to run the concerts
- Ensuring that the conductor's and soloists' needs are met

Both positions to share on-site and concert management of the Opera Holland Park (OHP) Season, including:

- Managing the orchestra on-site, both in the pit and backstage areas, including ensuring that health and safety standards are maintained (noise, lighting, trip hazards, clear exits from pit, etc)
- Setup of pit (involves some lifting including stands, chairs, and instruments)
- Liaising with the OHP site manager, stage managers and lighting dept as necessary over any issues involving the pit/musicians
- Ensuring that the musicians have refreshments provided backstage
- To troubleshoot any problems that may arise as quickly as possible to ensure the smooth running of rehearsals and shows
- Keeping the conductors/producers/music staff/company manager apprised of any personnel issues that may affect shows and rehearsals
- To keep CLS management informed of any issues that may arise
- Fixing last-minute replacements in case of player illness
- Liaising with the OHP site manager regarding any portage instruments coming on and off site, any deliveries or collection of equipment and instruments as required
- Timekeeping of rehearsals

THE PEOPLE

CLS is offering two outstanding individuals the opportunity to develop their careers in an exciting and ambitious chamber orchestra, supported by like-minded colleagues in the Orchestra's executive team.

Key characteristics:

- A collegial approach, outstanding interpersonal skills, and the calm and assured approach required to create the environment for our musicians to perform to the best of their abilities
- Excellent organisational skills, including attention to detail, the ability to prioritise and work to, and under the pressure from, multiple deadlines
- An in-depth knowledge of orchestral repertoire, orchestrations and practice

Attributes – essential:

- Three years' relevant experience
- Strong numeracy and record-keeping skills
- Orchestra Manager: an excellent knowledge and understanding of the needs and requirements of orchestral musicians and orchestral repertoire
- Performances Manager: ability to use Sibelius or equivalent desktop music publishing packages, and knowledge of music acquisition and preparation
- Clean driving license

Attributes – desirable:

- Education to degree level
- A working knowledge of industry/sector agreements including Musicians' Union/Association of British Orchestras, BPI and Pact
- Familiarity with using diary services
- Knowledge of Health and Safety Executive Noise at Work regulations

HOW TO APPLY AND TERMS

Please apply with a covering letter and CV outlining your suitability for the role you are applying for, for the attention of Elaine Baines, Chief Operating Officer, to info@cls.co.uk, with one of the following wordings in the subject field as relevant: ORCHESTRA MANAGER APPLICATION / PERFORMANCES MANAGER APPLICATION.

Please include two referees on your CV, indicating whether they can be contacted before any offer of employment is made, your current salary, and notice period.

The closing date for applications is **Monday 3 September 2018 at 12.00**. First-round interviews will take place on Wednesday 5 to Friday 7 September at CLS's office in Brixton with the Chief Operating Officer and Director of Participation (Fiona Lambert), and will include some written tasks. Second-round interviews, attended by one/two CLS musicians and other members of the executive team, will take place in the following week.

The positions are offered full-time at a salary of £27,000-33,000 per annum (we may consider a higher salary for the Orchestra Manager role for candidates with exceptional experience). The nature of both these roles means that flexible working to accommodate unsociable hours, including weekends and evenings, and some overnight travel, is unavoidable, and both post-holders will be required to attend all CLS own-promotions in London. Time off in lieu is provided for all activity outside normal office hours, and all employees are encouraged to use this to the benefit of their own work/life balance. Please note that the Orchestra moves to new offices in Bermondsey, 10 minutes' walk from London Bridge station, in mid-September.

City of London Sinfonia is an equal opportunities employer. Applications are assessed on merit alone and are welcomed from potential candidates regardless of background, ethnicity, gender, sexual orientation or any other element of identity.

EXECUTIVE TEAM STRUCTURE

