Job Description

Job Title: Music Stage Supervisor
Department: Music Administration
Grade: C
Location: Guildhall School of Music & Drama
Responsible to: Head of Music Administrator and the Music Stage, Logistics & Instrument Manager
Responsible for: N/A

Appointed Candidates Signature:
Please sign and date here upon receiving your offer of employment **I confirm I have read the Job Description below:**

Full Name: ……..

Signature ……..…….. Date: ……

Purpose of Post

To provide complete and comprehensive support to the set up and instrumental requirements for teaching, rehearsal and performance as required by a world-class music conservatoire.

To support, (working in close contact with the Music Stage, Instrument and Logistics Manager (MSIL Manager), Ensemble Managers, Music Office, Digital, Production and Venue Support Department and in close co-operation with Lecturers and Students) the delivery of requirements for a diverse and dynamic schedule of classes, concerts, masterclasses, and performances.

To work with the Music Department and MSIL Manager in assisting with the management, loan & retrieval of instruments to students and staff.

The postholder needs to commit to do everything possible to enhance the performance and reputation of the Guildhall School, both nationally and internationally, as a centre for innovation and excellence.

Main Duties & Responsibilities

The following duties are not shown in order of priority or frequency, nor is the list exhaustive, but rather an indication of the type and level of duties expected of the role holder.

1. To set the stage and other performance and teaching spaces for rehearsals, concerts, competitions, masterclasses, examinations and teaching and any other music performance related events in discussion with the Head of Music Administration and the MSIL Manager.

2. To act as stage supervisor for all related rehearsals and performances as directed by Head of Music Administration and the MSIL Manager including being present for the start of large ensemble rehearsals and for the duration of large ensemble performances.

3. To ready the Music Hall, Lecture Recital Room or other performance and teaching spaces for the requirements of teaching, in line with Health & Safety requirements.

4. To set rooms for classes, rehearsals and performances on behalf of music professors.

5. To stage manage the practical elements of final recitals and associated student exam work with external assessors and examiners.

6. To work with the Head of Music Administration and the MSIL Manager on performance related projects which may include orchestral and performance events outside the school and occasionally overseas.

7. To assist the MSIL Manager in the management of the School's percussion instruments and to provide assistance in all areas of percussion inventory, usage and maintenance reporting.

8. To act as instrument transport liaison for music teaching and performances.

9. To Deputise for the MSIL Manager when necessary.

10. To take reasonable care for their own health and safety and that of other persons that may be affected within their own working environment in accordance with the Guildhall School and City of London's Health and Safety procedures.

11. Any other activities as identified by the Head of Music Administration, the Ensembles, Programming & Instrument Manager and the MSIL Manager

12. Actively seek to implement the City of London's Occupational Health and Safety Policy in relation to the duties of the post, and at all times give due regard to the health and Safety of both them and others when carrying out their duties.

13. Actively seek to implement the City of London's Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post.

14. To undertake any other duties that may reasonably be requested appropriate to the grade

Person Specification

Job Title: Music Stage Supervisor
Department: Music Administration
Grade: C
DBS Criterion: Enhanced DBS
Security Vetting Criterion: No security vetting is required
Politically Restricted Post Criterion: This post is not politically restricted

Please find below the key skills and core behaviours required to undertake this post.

Technical Skills / Professional Qualifications / Relevant Education and Training and other Skills and Experience Required

ESSENTIAL

- Experience and knowledge of implementing orchestral setups
- Experience and knowledge of chamber music and contemporary ensemble set-ups
- Experience of working in a performing arts environment
- A wide knowledge of percussion and classical music instruments
- Knowledge of classical music and jazz
- Full knowledge of manual handling skills and requirements

- Experience of ensuring a high level of Health & Safety across a variety of venues and situations
- Experience of converting stage plans into a physical environment and the ability and knowledge to make setup adjustments to resolve technical issues
- Knowledge of the practical teaching requirements within a world-class music conservatoire
- Able to balance and reconcile the needs of world class performances within a higher education setting
- Highly organised, motivated and efficient individual with an innovative approach to problem solving and strong sense of initiative
- Excellent oral communication skills with the ability to develop and maintain productive relationships with students, internal and external stakeholders and work in partnership with colleagues and collaborators
- Ability to remain calm under pressure and flexible regarding unforeseen changes to planned rehearsals and events
- Willingness and ability to carry out work of a practical nature including heavy lifting and manual handling
- Fluent in using Microsoft Office applications including Outlook, Word, Excel and Teams

Ability to learn and implement dedicated scheduling, planning and inventory software

DESIRABLE

- An interest in classical music and jazz
- Experience of working in or a desire to work in a Higher Education environment specialising in music and/or the performing arts Basic understanding and experience of stage lighting and audio equipment

Other Relevant Information

An enhanced CRB disclosure will be required.

Recruitment – Note to Applicants

The qualifications, experience and essential skills will be used in the decision-making process for recruitment. Please give examples of how you have exhibited these behaviours in your previous role(s) and experience. It is essential you address the criterion marked as (A) on your application form in the section for supporting information, this will be the minimum criteria for shortlisting.

Be as specific as possible, we cannot guess or make assumptions but will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, knowledge and experience contained in this person specification.

Summary of Terms and Conditions of Employment

This summary is given as a guide and is not intended to form part of an individual's contract of employment.

Contract

The position is offered on a permanent 7months Fixed Term Basic.

Salary

The salary range for this role is £39,410 - £43,620 per annum inclusive of all allowance. This figure will be reviewed annually from 1st July in line with the pay award for other salaried staff within the City of London Corporation.

Pension

The pension scheme provided by the City of London is the Local Government Pension Scheme (LGPS). The LGPS is a public sector, statutory, funded, defined benefit pension scheme. Benefits are accrued based upon scheme member's salary and the length of time for which they are a member of the scheme.

You will automatically be admitted to the City of London Corporation's Pension Scheme. Member contributions are based upon the rate of pensionable pay received by the scheme member. Members contribute between 5.5% and 12.5% of their pensionable pay to the scheme, depending on salary. Please see here for the contribution bands. There is also an option to join the 50/50 section of the scheme where members pay half the contribution rate and accrue benefits at half the accrual rate.

The current employer contribution rate for the City of London is 21%.

Further details can be found on the national https://www.lgpsmember.org/ and/or the https://www.cityoflondonpensions.org/.

If you do not wish to join the Scheme you must make a formal declaration stating, you wish to opt out. You may contact the Pensions Office directly should you have any queries relating to the Local Government Pension scheme and your entitlements under this scheme.

Hours of Work

Normal hours of work are 9.00am – 5.00pm, being 35 hours per week excluding lunch breaks, Monday to Friday, inclusive but the post holder shall be expected to work the hours necessary to carry out the duties of the position.

Frequency and Method of Payment

This is a monthly paid appointment, and salaries are credited to a Bank or Building Society Account on the 11th of each month.

Annual Leave

There is an entitlement of 24 days annual holiday inclusive of Public/Bank Holidays. There are subsequent increases to entitlement to annual holiday according to length of service.

Continuous Service

If you join the City of London Corporation without a break in service (subject to certain exceptions) from another body covered by the Redundancy Payments (Local Government) (Modification) Order 1999, your service with that institution will count for the purpose of continuous service. The amount of continuous service which you have will affect your entitlement to certain contractual benefits; for example, annual leave, sick leave and maternity
leave. A full explanation of Continuous Service is contained within the Employee Handbook.

Probationary Period

You will be employed initially on a four-month probationary period. Should either party wish to terminate the employment during this period, then one week's notice will be required on either side, except for summary termination for gross misconduct.

Notice Period

One month's notice by either party after satisfactory completion of probationary period.

Learning and Employee Development

The City of London provides for financial support and time off for staff to study for appropriate qualifications which relate to their duties or undertaking professional skills update training. There is also an in-house programme covering more general training needs.

City Benefits

As an employee of the City Corporation, you have access to exclusive discounts and privileges through a combination of internal offers from our departments and an external service we have subscribed to from Reward Gateway.

Employee Volunteering Programme

The City Corporation, in line with its aims to contribute to a flourishing society, shape outstanding environments and support a thriving economy, offers employees paid special leave time during normal hours to encourage employees to volunteer their time and skills to Volunteer Involving Organisations (VIOs) operating within the Square Mile, London and beyond.

Full-time employees may take up to 2 days or 14 hours per year in which to volunteer, between 1 January and 31 December. For temporary and part-time employees these hours are adjusted pro rata. Volunteering time can be taken in smaller bite size e.g. 2 hours a week over 7 weeks, where this can be accommodated by the City Corporation and meets the requirements of the volunteer organisation

Sickness Absence and Pay

The City of London Corporation has a comprehensive Occupational Sick Pay scheme, details of which can be found in the Employee Handbook which will be made available to you upon commencement.