



Job Description

Job Title	Ensembles, Programming and Instrument Manager
Department	Music
Grade	E
Location	Guildhall School of Music & Drama
Responsible to	Head of Music Administration (day to day) Director of Music (OA and Programming)
Responsible for	Orchestral Stage Manager

Purpose of Post

To provide orchestral management for all Guildhall School's Classical ensembles ranging from 8 players up to 112+. From the initial audition of students (sitting on panels with Heads of Department) through to the final performance.

Instrument Curator for all the School's instruments (excluding pianos) current stock value over £2,000,000, to update the instrument inventory and liaise closely with the Chamberlains Dept and Insurance Dept at the Guildhall.

To Manage 3 budgets – professional fees, instrument maintenance/purchase & instrument hire

Main Duties & Responsibilities

1. The complete day-to-day management of the Schools orchestral and larger classical ensembles including the creation of schedules in liaison with Head of Music Administration, conductors, artist agents, Performance Committee for each project including being present at all rehearsals and performances in order to ensure their smooth running.
2. Planning of repertoire in co-ordination with, DoM, Performance Committee and conductor
3. Booking of international conductors in co-ordination with DoM and Performance Committee
4. First point of contact representing the School to all incoming international conductors and soloists + artist agents including an ambassadorial role in the liaison of post-concert dinners of high-profile artists and their entourage
5. Ordering music from the School's orchestral librarian and then acting as orchestral librarian for all rehearsals and concerts
6. Booking of rehearsal and concert venues in liaison with the Head of Music Administration
7. Arranging internal string auditions & sitting on panel at the start of each academic year Auditioning and selection of personnel for each large ensemble project, in liaison with relevant Head of Department. As well as day to day booking of string players for all projects.
8. Day to day and concert day co-ordination of Barbican & Milton Court stage management
9. Create, plan and co-ordinate all aspects of opera and large ensemble schedules and necessarily artist liaison including the fixing and managing ensembles for the Opera



- productions and Opera Scenes relating to the Opera Making Masters and Doctoral programmes
10. Liaising with Performance Venues Staff, Barbican Hall Staff and outside venues staff regarding rehearsals, performances and stage management etc including the provision of detailed plans for all set-ups and assisting them with these set-ups on the large-scale symphonic events
 11. Preparing the concert programmes for major concert performances in liaison with the Music Events Co-ordinator
 12. Providing managerial liaison for London Symphony Orchestra and Guildhall's Orchestral Artistry Masters programme including feeding back into the OA Programme Review on the student experience
 13. Arranging LSO string scheme placements as well as sitting on 1st round audition panel
 14. Instrument custodian for all Guildhall School instruments excepting pianos
 15. Co-ordinating the engagement of a tuner for the School's harpsichords and fortepianos
 16. Making instrument purchases and arranging hires where necessary
 17. Arranging timely and cost-efficient repairs and maintenance of the School's instrument collection.
 18. Line-management of Orchestral Stage Manager
 19. Plan, as required, all overseas tours – schedules, venues, travel, flights, instrument transport, accommodation, liaison with agents. Tour Manager and Orchestral Manager for all OS tours and external events
 20. Administer Wolfson and Barbirolli Royal Philharmonic Society Trusts for Instruments – identifying students in need of instruments and co-ordinating all applications and recommendations.
 21. Making initial recommendations on repertoire and programming to the DoM and Performance Committee.
 22. Researching new works, orchestrations, instrumentation, duration, auxiliary instrument requirements. Sourcing and booking external auxiliary instruments as programmes dictate
 23. Managing student requests for Leave of Absence in relation to orchestral sessions and applying disciplinary sanctions as required
 24. Use of the ASIMUT Software system for room, venue and orchestral management
 25. 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 themselves and others when carrying out their duties.
 26. 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.
 27. To undertake any other duties that may reasonably be requested appropriate to the grade

Person Specification

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Department	Music
Grade & Level	E
Trent Position Number	19B0190/001

Please find below the qualifications, experience and technical skills required to undertake this post. Each criterion will be assessed at application (**A**), interview (**I**) or test (**T**) as indicated below.

Technical Skills / Professional Qualifications / Relevant Education & Training

- An accomplished manager and administrator with significant standing in the profession and experience in a similar role (A, I)
- Qualification to Bachelor Degree Level or possess an equivalent level of skills, knowledge and experience (A, I)
- Able to inspire, encourage and motivate students and work closely with staff both individually and within a team context (A, I)
- A performing musician with experience of auditioning and assessment who possesses an advanced ability to judge standard and quality of instrumental performers (A, I)
- Extensive knowledge of orchestra repertoire, ensemble instrumentation and ensemble provision essential (A, I)
- Extensive knowledge and proven ability in concert planning (A, I)
- Able to balance and reconcile the needs of performing arts and education (A, I)
- Able to develop and sustain relationships with Guildhall School colleagues, students and the wider music profession (A, I)
- Able to communicate effectively both orally and in writing (A, I)
- A manager with high levels of initiative who recognises the power of consultation and the strength gained from collegiate approaches to team management (A, I)
- An understanding of the global context and profile of international artists (A, I)
- Self-motivated and a self-starter (A, I)
- Able to use own initiative and make decisions (A, I)
- Able to remain calm under pressure (A, I)



Experience Required

- Experience of working in the Higher Education or Performing arts environment (A, I)
- Experience of concert planning, orchestral repertoire and extensive educational project/ensemble development (A, I)
- Experience in managing rehearsal schedules in a variety of educational and artistic contexts (A, I)
- Experience of programme planning (A, I)
- Good working knowledge of instruments and experience of ensuring their maintenance and upkeep (A, I)
- An awareness of and the capacity for responding to current quality assurance systems within education (A, I)
- Experience of working with IT systems (A, I)
- Experience of financial management (A, I)
- Experience of implementing & improving systems (A, I)

Other Relevant Information eg. working hours (if applicable)

Recruitment – Note to Applicants

The qualifications, experience and technical 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). It is essential you address the criterion marked as (A) on your application form in the section for supporting information.

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.

Salary

The salary range for this job is £39,680 - £44,960 per annum inclusive of all allowances. This figure will be reviewed annually from 1 July in line with the pay award for other salaried staff within the City of London Corporation.

Contract

The position is offered on a Permanent basis.

Hours of Work

Normal hours of work are 9.30 am – 5.30 pm, 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 28 days annual holiday plus Bank Holiday. There are subsequent increases to entitlement to annual holiday according to length of service.

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.

Pension

You will automatically be admitted to the City of London Corporation's Pension Scheme. Employees contribute between 5.5% and 12.5% of their pensionable pay to the scheme, depending on salary.



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.

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 six 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 full term notice in writing 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.

Employee Volunteering Programme

Through its partnership and regeneration work, the City of London aims to contribute to the social and economic regeneration of the seven boroughs bordering the City: Camden, Hackney, Islington, Lambeth, Tower Hamlets and Westminster. These boroughs contain some of the most deprived neighbourhoods in the country.

The Employee Volunteering Programme, established in 2002 allows staff to volunteer their time, skills, knowledge and expertise to benefit local residents whilst developing their own professional skills. All staff are given the opportunity, subject to line management agreement, to take 2 days of volunteering leave per year to enable them to do this.