

## Job Description

**Job Title:** Music Stage Supervisor  
**Department:** Guildhall School - Music Office  
**Grade:** C  
**Location:** Guildhall School of Music & Drama  
**Responsible to:** Head of Music Administration and the Music Stage, Logistics & Instrument Manager

**Responsible for:**

**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 Ensemble Managers, Music Office, Performance Venues 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 Ensemble Managers 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**

Enter text here - Approximately 12 main duties plus:-

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, Ensembles, Programming & Instrument Manager and Jazz Programming & Ensembles Manager (i.e. the Ensemble Managers).
2. To act as stage supervisor for all related rehearsals and performances as directed by Head of Music Administration and Ensemble Managers 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 and Departmental Managers.
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 Ensemble Managers on performance related projects which may include orchestral and performance events outside the School and occasionally overseas.
7. To assist the Music Stage, Logistics & Instrument 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 Music Stage, Logistics & Instrument 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 Music Stage, Logistics and instrument 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 themselves 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.

# Person Specification

**Job Title:** Music Stage Supervisor  
**Department:** Guildhall School - Music Office  
**Grade:** C  
**Trent Position number:**  
**DBS Criterion: (delete as appropriate)**  
No DBS  
**Security Vetting Criterion: (delete as appropriate)**  
No security vetting is required  
**Politically Restricted Post Criterion: (delete as appropriate)**  
This post is *not* politically restricted

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.

## Professional Qualifications / Relevant Education & Training

***[Please ensure only relevant qualifications are listed for the post being advertised] e.g. Must be qualified as a Chartered Member of the CIPD or be able to demonstrate a level of knowledge at this level - (A,I etc)***

1. An extensive working knowledge of Music and Music Performance (A I)
2. A further or Higher qualification on Music is desirable (A I)
3. Experience of working in a music (Classical and Jazz) performance environment (A I)

## Experience Required

1. Experience and knowledge of implementing orchestral setups (A I T)
2. Experience and knowledge of chamber music and contemporary ensemble set-ups (A I T)
3. Experience of working in a performing arts environment (A I)
4. Experience and knowledge of the practical teaching requirements within a world-class music conservatoire (A I)
5. Experience of converting stage plans into a physical environment and the ability and knowledge to make setup adjustments to resolve technical issues (A I T)
6. Able to balance and reconcile the needs of world class performances within a higher education setting (I)
7. Highly organised, motivated and efficient individual with an innovative approach to problem solving and strong sense of initiative (I)
8. Ability to remain calm under pressure and flexible regarding unforeseen changes to planned rehearsals and events (I T)

## Technical Skills & Knowledge

1. Knowledge of classical music and jazz (A I T)
2. A wide knowledge of percussion and classical music instruments (A I T)
3. Full knowledge of manual handling skills and requirements (A I)
4. High level of Health & Safety knowledge across a variety of venues and situations (A I)
5. Experience of converting stage plans into a physical environment and the ability and knowledge to make setup adjustments to resolve technical issues (A I T)
6. 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 (A I)
7. Knowledge of Microsoft Office applications including Outlook, Word, Excel and Teams (A I T)

## Other Relevant Information

*(e.g. working hours if applicable)*

1. 35 hours week
2. Some evening and weekend work required by negotiation

## 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) 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.

### **Salary**

The salary range for this job is £36,900 - £40,850 per annum including Inner London Weighting, 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 permanent basis.

### **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 plus Bank Holidays. 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 month 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**

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.