

JOB DESCRIPTION

Job Title:	Orchestra Coordinator (Maternity Cover)
Responsible to	Orchestra & Concerts Director
Location:	Scottish Opera Headquarters, 39 Elmbank Crescent, Glasgow, G2 4PT
<p>Main purpose of job</p> <p>Provide advice and assistance as required, including out with normal office hours.</p> <p>To provide administrative support to the Orchestra & Concerts Director to ensure that all advanced orchestral activities are carried out efficiently and effectively to meet the production and planning schedule.</p> <p>To co-ordinate the engagement of freelance players, auditions and trials and to liaise with the Planning and Music Departments in the preparation and issuing of the monthly schedule.</p>	
<p>Key accountabilities</p> <p>From the main schedule, determine the requirement for extra players to attend rehearsals and performances.</p> <p>Liaise with section principals to agree the appropriate musicians to approach, in order to meet orchestral requirements.</p> <p>Responsible for contracting freelance musicians, establishing their availability and issuing terms and conditions to ensure that each position is filled in advance of the production.</p> <p>Responsible for booking rehearsal space in advance to ensure that there are facilities for each rehearsal.</p> <p>To co-ordinate auditions to include venue arrangements, venues, liaising with all parties involved including musicians, accompanist, and auditions panel (Music Director, Orchestra & Concerts Director and the Section Principal).</p> <p>To contact successful musicians, following the audition process, to arrange trials with the orchestra, ranging from playing on two occasions up to potentially playing for several months.</p> <p>To attend rehearsals and performances as required, provide advice and deal with any issues from the players and the orchestra technicians.</p> <p>In conjunction with the Orchestra & Concerts Director, Director of Planning and the Music Director, prepare and issue the monthly schedule to ensure that all requirements of the orchestra are included.</p>	

Line management of orchestra players in relation to sickness and absence. Ensure that cover is provided in all instances and communicate action taken to Orchestra & Concerts Director, Leader and Principals. Ensure that the orchestra players then understand the need to 'sit up' where required.

Communicate all music requirements to the librarian in a timely fashion to ensure all music can be prepared in advance.

Provide orchestra technicians with all necessary information relating to operas/concerts and seating arrangements as well as any special requirements.

Co-ordinate with Human Resources to ensure that all necessary paperwork is provided and absence is reported.

Prepare weekly payroll information and ensure it is passed to the payroll department in the required format and on time.

Coordinate arrangements for concerts including; contracting extra players as required for each individual concert, all venue arrangements, communications with outside promoters, providing details relating to security requirements, parking facilities, ensuring principal singers have the required music for each performance, providing stage dimensions, orchestrations, co-ordination with the conductor for all his/her needs and requirements, all travel arrangements, organise agreed meeting points for players, meals as required, tickets required. Communication to all parties involved being a priority.

Liaise with local authorities relating to venue information, rehearsal and concert times, dressing room allocation, dress code, and numbers attending for all orchestral aspects of Education Projects.

Maintaining the orchestra database of over 400 musicians.

Attending rehearsals, deputising for the Orchestra & Concerts Director as required at opera and concert performances.

Providing out of hours assistance to all players, freelance and extras, where reasonable. To arrange travel and accommodation for the Orchestra & Concerts Director as well as out-of-town players.

To provide administration support to the Orchestra & Concerts Director as required to ensure the smooth running of the department.

Person Specification

The post holder will be expected to have the following skills:

- Ideally qualified to HND standard in Music, with minimum of SCE Music Higher grade.
- Minimum four years administration/PA experience, preferably in a music environment.
- Understanding of the workings of an orchestra / opera / concerts.
- IT literate, knowledge of Word, Excel and databases essential.
- High level of interpersonal skills, first class communication, both written and oral. Tact and diplomacy.
- Results oriented, customer focused, with energy and enthusiasm. First class planning and organising capability. Can manage workload, resources, and has ability to work to deadlines.

General terms and conditions

Contract:	Fixed Term Contract (12 Months)
Hours:	This role is full time, 35 hours per week, worked 9.30 a.m. to 17.30 p.m. with a 1 hour unpaid lunch break.
Annual salary:	£ 23,199 – 28,356 per annum, depending on experience (pro rata)
Holidays:	25 days per annum plus 10 Public Holidays (pro rata)
Probationary period:	3 months
Pension:	You will be automatically enrolled into a qualifying workplace pension scheme (QWPS). You will contribute 4% of your salary, the Company contributes 8%.