



## JOB DESCRIPTION

<b>Job Title:</b>	<b>Touring Manager</b>
<b>Responsible to:</b>	<b>Director of Planning</b>
<b>Location:</b>	<b>Elmbank Crescent, Glasgow and on tour</b>

### **Main purpose of job**

To plan, manage and accompany Scottish Opera's tours of staged concerts and small-scale productions to small-scale venues throughout Scotland, overseeing every aspect of organisation, administration and budgeting. This includes booking, fostering and maintaining good relationships with all venues, contracting production staff and ensuring the safety and welfare of all staff and artists employed on these projects.

### **Key Accountabilities**

#### **Touring**

- To tour with all the small scale performances, leading the touring team and acting as an ambassador for Scottish Opera
- To oversee the day-to-day requirements during projects in conjunction with the touring company Technical Stage Manager, Marketing Officer and Venue staff, along with other key Scottish Opera colleagues as applicable
- To act as the primary contact for venue staff and together with the Marketing Officer, ensure the smooth running of front-of-house activities
- To liaise with the Press and Marketing department ahead of and during tours to provide detailed venue and show information to enable box office set-ups, front-of-house provision and the preparation of, for example, accurate press releases, brochures and flyers in line with that department's deadlines
- To ensure the welfare of the touring company, including identifying and booking appropriate accommodation, providing catering and out of hours support, organising medical appointments and giving timely information with respect to schedules and travel arrangements
- To ensure that all aspects of the tours comply with Scottish Opera's Health and Safety policies in conjunction with the designated Production Manager in the Technical department

- To liaise with the Finance department to ensure the payment of company wages and subsistence, venue, transport and other invoices pertaining to the tour

### **Planning and Administration**

- To be responsible for all the planning and administration associated with small-scale tours to ensure smooth running and successful outcomes
- To provide regular status reports in-house on the progress of tour planning
- To keep accurate and up-to-date computer and/or paper files in relation to all tours, including payment records, venue specifications and agreements, contracts, risk assessments, transport and schedule details
- To draw up and maintain budgets for piano-accompanied staged concerts and small-scale productions as applicable to plans identified on company schedules
- To assist the Technical department with the engagement, contracting and management of freelance and/or in-house staff to form the Stage Management, Technical and Wardrobe team for projects
- To source potential new venues for small-scale touring and to undertake venue reces in advance to unknown or modified venues, with or without a member of the Technical team, in order to assess suitability for Scottish Opera's small-scale tours
- To compile detailed tour reports together with the Marketing Officer in charge of touring, including recommendations for improvements to the planning and provision of touring inspired by the touring companies experiences
- To maintain a comprehensive database of tour venues
- To make appropriate and timely arrangements for current and future tours in line with Company strategy, including liaising and negotiating with venues, promoters and Local Authorities to arrange dates, contract venues and generate income (where possible)
- To facilitate the activities of other departments in relation to touring such as press interviews, talks to the public and Friends of Scottish Opera, education events and sponsor requirements
- To proof-read all published material in relation to touring to ensure relevant staff and sponsors are credited appropriately
- To gather feedback from the touring teams, including artists, to ensure that improvements are made year on year to every aspect of touring
- To respond to the needs of the department in relation to workload and be available to assist with rehearsal and performance duties if/as required and where capacity permits, for all levels of company activity.
- The Touring Manager will be required to remain flexible according to the demands and developments of Scottish Opera's touring models– which may involve revisions around job titles, roles and departmental structures from time to time.

## Person Specification

### Essential

- Touring experience, particularly at a smaller scale
- Strong and proven organisational and administrative skills, ideally drawing from touring experience
- Excellent time management – prioritising, forward planning, contingency planning
- Ability to provide calm leadership when under pressure and also a flexible team player
- Numerate, literate, with a great eye for detail
- Good interpersonal skills, empathy and diplomacy
- Appropriate and articulate communication skills
- Capacity to travel and accompany the Company on tour exclusively
- Computer literate including good working knowledge of Excel
- Driving licence

### Desirable

- An appreciation of opera and a good understanding of the performing arts

## General terms and conditions

**Contract:** This is a permanent role with a work commitment of 33 weeks per annum (inclusive of holidays).

The number of contracted weeks of work will be reviewed and communicated in June of each year and will be based on Scottish Opera's forthcoming years small-scale touring activities.

**Hours of work:** There are approximately 18 weeks of rehearsals and performances with evening and weekend working when you will be required to work exclusively for Scottish Opera. Travel and consecutive overnight stays away from home base when touring will be required.

The remaining weeks may be worked more flexibly according to planning and preparation requirements. As a manager you may be required to work up to 48 hours per week, averaged over the relevant period in line with working time regulations. Overtime payments are not applicable to the post.

Standard office hours are 35 hours a week, 9.30am to 5.30pm, Monday to Friday with one hour for lunch.

**Annual salary:** Up to £29,000 pro rata, depending on experience

**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%.

Any flexibility in working hours that may be available to a suitably qualified candidate will be discussed at interview.