

Job Title: Orchestra and Concerts Director

Location: Glasgow

Reports to: General Director

Position: Permanent / Full-Time

Job Purpose

The Orchestra and Concerts Director is a key Senior Management Team role whose main function is overall management and responsibility for the operation of the Orchestra of Scottish Opera.

Management Responsibility

- Reports directly to the General Director
 - Reports on artistic matters to the Music Director
 - Member of the Senior Management Team
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Responsible For

- Orchestra
 - Freelance Players
 - Orchestra Manager
 - Orchestra Technicians
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Key Responsibilities

Responsibilities to Include (but not limited to)

General

- To contribute as part of the Senior Management Team in the development and delivery of Scottish Opera's strategy, particularly in terms of ensuring the effective running of the House Orchestra and in the engagement of Freelance Players.
- To work closely with the Music Director to create a dynamic and vital artistic concert programme for the Company

- To work closely with the Director of Education in connection with the Orchestra's involvement in the Company's Education and Outreach programmes
- To oversee all Orchestra Recruitment and Chair the Audition Panels
- Preparation and management of the Orchestra Wages, Budgets for Opera, Concerts and Recordings
- To ensure effective communication and liaison between the Orchestra Department and other Departments as required and to ensure timely and effective engagement with, and input at, all levels of Planning and Project discussions.
- Together with the General Director and Director of People and Culture, to conduct all appropriate union negotiations regarding the Orchestra House agreements
- To be fully informed as to the content and implementation of the House Agreement across all Company Activity, to include Scottish Opera activity and external events, including for example, schedule requirements, media clause understanding and implications thereof etc.
- To manage and negotiate Contracts and N/As
- To oversee the implementation of all aspects of Health and Safety including Risk Assessment's
- To encourage and help facilitate the Wellbeing programme

Artistic

- To work with the Music Director to develop a strategic programme of concert repertoire external engagements and our Opera in Concerts orchestral series
- To develop relationships with promoters and outside agencies
- To ensure the development of relationships with new and existing artists/conductors

Relationship Management

- To develop and maintain good working relationships with key venues and recording companies
- To maintain good relationships with the Musicians' Union

People Management

- To effectively manage the performance of staff for whom the post is responsible including undertaking annual appraisals and ensuring standards of performance and discipline are maintained
 - Deliver good internal communications within the Orchestra
 - To oversee the recruitment of staff and players
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Knowledge, Skills and Experience Required

Person Specification

Experience

- Proven senior leadership experience within an orchestral organisation, ideally with a comprehensive understanding of opera and Theatre
- First class arts and music experience
- Comfort with, and proven, change management skills
- Management experience and proven ability to lead and enthuse people
- Experience of developing strategy allied to a track record of managing an artistic department and delivering its vision
- A clear commitment to achieving excellence

Skills / Competencies

- Well-developed strategic skills and the ability to quickly grasp the nuances of complex information and situations
- The ability to think laterally and innovatively combined with a sense of being able to embrace change and encapsulate the fundamental ethos and qualities of an arts organisation
- Excellent business skills
- Good financial skills, familiar with financial planning and control
- Highly developed communication, interpersonal and team building skills
- The standing and skills to build good relationships and credibility in the music world in the UK and abroad
- Organisational and project management skills
- Highly motivated, energetic, creative, entrepreneurial and committed

Terms and Conditions of the Post

This is a permanent, full-time appointment. Salary by negotiation