

JOB DESCRIPTION

Role / Title: Orchestra Administrative Co-ordinator

Reports to: Orchestra Administrative Director and Orchestra Manager

Liaises with: Players & diary services; ROH Enterprises; Planning & Business Affairs; Development; Royal Opera & Royal Ballet managements

Overall Purpose of the Job:

To provide management and administrative support to the Orchestra Administrative Director and the Orchestra Manager of the Royal Opera House.

Key Accountabilities:

- To assist the Orchestra Admin Director and Orchestra Manager by sharing administration of the recruitment process for the OROH, including organising auditions, with the other Orchestra Administrative Co-ordinator.
- To assist the Assistant Orchestra Manager in the engagement of extra players and the allocation of additional hours to OROH members as required.
- To assist the Orchestra Admin Director by managing all internal media requests, attending relevant meetings and arranging relevant payments as necessary.
- To assist the Orchestra Admin Director by maintaining up to date advance schedules, working with the Orchestra Manager and Orchestra Operations Manager to identify schedule problems in advance, and arranging external rehearsal venues as necessary
- To assist the Orchestra Admin Director by arranging meetings of the Orchestra H & S Committee, taking minutes and undertaking related project work as necessary.
- To assist the Orch Admin Director to manage contracts for visiting orchestras. Once a contract has been signed, to act as the point of contact for the management of visiting orchestras performing in the main auditorium at the ROH, both prior to their arrival and during their period at the ROH.
- To assist the Orchestra Manager as necessary by liaising with other departments including Development to organise chamber concerts, open rehearsals, tea dances and other small scale orchestral projects

- In the absence of other staff, to prepare the weekly payroll instructions for extra players for authorisation by the Orchestra Admin Director.
- To maintain OPAS databases to ensure they are continually updated with all information pertaining to the work of the department.
- To undertake rehearsal / performance duties, ensuring that last minute details and emergencies are dealt with effectively and with minimum fuss.
- To provide cover for the Assistant Orchestra Manager in his/her absence as required.

Note: This Job Description reflects the current situation. It does not preclude change or development that might be required in the future.

Person Specification

Knowledge/Skills and Experience

- Significant hands on practical experience of working with a professional orchestra.
- A detailed knowledge of the working practises and demands of a professional orchestra.
- Knowledge of the MU negotiated commercial recording agreements would be an advantage.
- Track record of taking and accepting responsibility for projects and initiatives.
- A music degree or equivalent music qualification or experience
- Substantial and proven experience of OPAS or other event management system software.
- Competent IT user – Word, Excel, Outlook
- Ability to analyse contractual material in a logical way, and to communicate both orally and in writing in good clear English in a fluent and persuasive manner.
- Ability to listen, to be flexible and adaptable in thinking and approach, and to be able to plan and manage change in a positive way.
- Ability to both negotiate and be assertive as appropriate
- Ability to react quickly to situations, to be reliable and resilient and to perform consistently under pressure.
- Strong team player who is very well organised.
- Able to work flexible hours including evenings and weekends to cover regular performance duties as required