



JOB DESCRIPTION

Role/ Title:	Assistant Orchestra Manager (Es and Ds)
Reports to:	Orchestra Manager
Liaises with:	OROH players and freelance musicians; Orchestra Operations; Music Directors and guest conductors; Music Library; Stage Management; Technical Dept; Company Managements; Development; Finance and Personnel departments; Musicians' Diary Services.

Overall Purpose of the job

To assist the Orchestra Manager with the day to day running of the Orchestra of the Royal Opera House. To take overall responsibility for fixing freelance players and to manage the recruitment processes for the OROH ensuring that all selection panels maintain a fair and transparent process. To maintain the OPAS database and utilise it to provide administrative support for all orchestral activities.

Key Accountabilities

Management of Freelance Musicians

- Engage freelance players ensuring they are appropriately contracted and provided with all necessary information pertaining to the engagement
- Supervise the Orchestra Admin. Co-ordinator and Orchestra Office Casuals with the engaging of extra freelance players as required
- Ensure all booking letters for freelance musicians are sent out in a timely manner
- Advise the Orchestra Manager of any specific concerns relating to the engagement of extra players, recommending solutions wherever possible
- Ensure that all contractual information, including fees, for freelancers are recorded accurately in OPAS.

Recruitment

- Manage the administration of the recruitment process for the OROH, including organising auditions, with the support of the Orchestra Administrative Co-ordinator and Office Casuals.
- Support the panel chairs and advise on best practice in recruitment.
- Ensure that all panels provide written notes after auditions and during the trial process.
- Ensure all correspondence with candidates is sent in a timely manner.
- Ensure that the music library is aware of all audition excerpts with reasonable notice.
- Support the Orchestra Director by arranging panel meetings as necessary.
- Engage trialists as required.

Administration

- Ensure compliance with current immigration requirements, oversee all arrangements to ensure all orchestra staff and guest artists have right to work in the UK and arranging/completing any necessary documentation (visas/work permits/Certificates of Sponsorship etc). Maintaining accurate records to comply with UK Immigration inspection rules.
- To assist the Orchestra 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.
- Take responsibility for proof reading cast sheets, advising publications which Concert Master is leading, providing them with an accurate orchestra list for the digital cast sheets and ensuring that the red programme is kept up to date

Attendance Management

- Advise the Orchestra Manager of any specific issues requiring their attention

Payroll Management

- Prepare the weekly payroll instructions for extra players for authorisation by the Orchestra Manager and check the weekly payroll before it is processed by the Orchestra Management Accountant

Rehearsal/Performance Duties

The Assistant Orchestra Manager will be on the rota to cover OROH rehearsals and performances and will be expected to:

- Ensure that the conductor for every rehearsal /performance is fully appraised at the earliest opportunity of any specific personnel issues that are likely to impact on the rehearsal / performance
- Be in attendance at rehearsals and performance, ensuring that last minute details and emergencies are dealt with effectively and with minimum fuss
- Support the Orchestra Manager in preparing the duty rota
- To provide cover for the Assistant Orchestra Manager (Members) in their absence as required.

Additional Responsibilities

- Support the Orchestra Manager in the day to day performance management of the Orchestra
- Support the Orchestra Manager in managing the workload and performance of the Orchestra Admin. Co-ordinator and Office Casuals
- Represent the Orchestra Manager in their absence taking decisions as necessary ensuring that the Orchestra Manager is fully appraised of all pertinent information on their return
- Assist the Orchestra Manager where necessary by liaising with other departments, including Development and Linbury Theatre productions, to organise chamber concerts, open rehearsals and other small scale orchestral projects.

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 previous experience working in a similar role with a professional orchestra

- A detailed knowledge of the working practises and demands of a professional orchestra
- A thorough knowledge of best practice in orchestra recruitment and experience of managing orchestra recruitment processes.
- Substantial and proven experience of OPAS or other event management system software
- A music degree or equivalent music qualification or experience
- Competent IT user – Word, Excel, Outlook
- Track record of taking and accepting responsibility for projects and initiatives
- Able to supervise staff to ensure that tasks are completed on time to a high standard
- Able to communicate both in writing and orally in a fluent and persuasive manner, in good clear English
- Able to listen, negotiate and be assertive as appropriate
- Able to react quickly to situations, to be reliable and resilient, to perform consistently under pressure and to respond positively to changing circumstances
- Able to demonstrate outstanding attention to detail
- Flexible and adaptable in thinking and approach, able to plan and manage change
- Able to work flexible hours including regular evenings and weekends

