



## **JOB DESCRIPTION**

**Role / Title:** Assistant Orchestra Manager (Members)

**Reports to:** Orchestra Manager

**Manages:** In the absence of the Orchestra Manager, OROH members and freelance musicians, Orchestra Administrative Co-ordinator, Orchestra Office Casuals

**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; ROH Enterprises; Planning & Business Affairs

---

### **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 administer members schedules and to maintain the OPAS database and utilise it to provide administrative support for all orchestral activities.

---

### **Key Accountabilities:**

#### **Administration**

- To maintain OPAS databases to ensure they are continually updated with all information pertaining to the work of the department
- To assist the Assistant Orchestra Manager (Es & Ds) in the engagement of freelance players as required
- Be the first point of contact for any RBO media requests. Ensure that the orchestra are kept up-to-date with any relevant media information.
- Oversee the arrangement of external rehearsal venues as necessary
- To assist the Orchestra Director by arranging meetings of the Orchestra H & S Committee, taking minutes and undertaking related project work as necessary.
- To assist the Orchestra Director by arranging meetings of the Orchestra Committee and taking minutes
- Ensure that all information pertaining to the work of the Orchestra, such as schedule and production information, is recorded in good time on the orchestra database, liaising with other departments as necessary to obtain or confirm all necessary details

- Oversee the maintenance and the updating of the department's database by the Assistant Orchestra Manager (Members) and the Orchestra Admin. Co-ordinator
- Liaise with the IT department to develop databases and reports that will effectively record, present and communicate pertinent information relating to the work of the Orchestra

### **Schedule/Roster Management**

- As advised by the Orchestra Manager, prepare orchestra members' schedules and rota sheets and ensure their timely distribution
- Liaise with the Section Co-ordinators regarding the booking of additional hours as advised by the Orchestra Manager
- Ensure that all such booking information is accurately recorded and communicated

### **Attendance Management**

- Ensure that all musicians are advised of any pertinent changes to the OROH schedule that may impact on their work
- Liaise with individual Orchestra members to ensure they are advised of all necessary information pertaining to their schedule
- Act as a first point of contact for any queries or concerns relating to an individual musician's schedule or attendance
- Support the Orchestra Manager in managing sickness and lateness procedures for the players
- Advise the Orchestra Manager of any specific issues requiring their attention

### **Payroll Management**

- Ensure all fees for members and extra players are recorded accurately in OPAS and that adequate payroll checks take place.
- Prepare the monthly orchestra members' payroll for checking by the Orchestra Manager and authorisation by the Orchestra Director before it is processed by the Orchestra Management Accountant.
- In the absence of other staff, to prepare the weekly payroll instructions for extra players for authorisation by the Orchestra Manager.
- When advised by the Assistant Orchestra Manager (Es and Ds) 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
- To provide cover for the Assistant Orchestra Manager (Es and Ds) 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 in making arrangements for the orchestra for Royal Ballet and Opera tours and external concerts in the UK and abroad
- 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 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

