Thames Youth Orchestra

Concert Manager & Administrator, 2018-2019

Job Description

Thames Youth Orchestra was founded in 2005 and is based in South West London. TYO now has a permanent staff of professional musicians and comprises more than sixty young players drawn from numerous local schools. Its ethos is defined by a challenging, adventurous approach to programming, which combines well-established large-scale orchestral favourites with twentieth century rarities and new commissions. TYO has featured in BBC programmes, performed at London's Cadogan Hall, the Barbican Centre and LSO St. Lukes, and has played to full houses in venues across Europe. In addition to the main orchestra, the Thames Youth Sinfonia is its training orchestra, and there is a Thames Youth Jazz Orchestra big band.

We are currently looking for a concert manager & administrator to join our team and take care of the day-to-day running of the orchestra. This role is managed by the Executive Director, and also works closely with the Musical Director.

This is a freelance post, and would require the post-holder to attend rehearsals on a Monday evening, and check in on emails during the week, as well as keep up to date with planning the concerts, approx. 3 hours a week from home. During the course of the year, a fee of £1,800 would be provided, with £600 payable per term on submission of an invoice to the Treasurer at the end of each term. The candidate would be self-employed, and would be subject to a DBS check prior to starting. One month’s notice is required to terminate the freelance engagement.

Roles and responsibilities

**Administration**

* Handling enquiries from potential joiners and those interested in sponsoring the orchestra or attending concerts
* Liaising with treasurer in collecting subs and other payments, and making sure that these are paid promptly
* Distributing and collating all summer tour information
* Checking staff availability and room availability for rehearsals
* Taking a register at weekly rehearsals
* Greeting new players, adding them to the database
* Sending out regular emails to orchestra and Sinfonia regarding rehearsals and notices
* Taking minutes at Trustees’ meetings and Annual General Meeting
* Helping to organise fundraising events (e.g. bag-packing, busking) to boost orchestra’s finances
* Managing databases of members, tour groups, Friends membership, chair sponsorship and guest players
* Liaising with Executive Director over other miscellaneous enquiries and projects

**Concert management**

* Liaising with concert venues regarding access details and on-the-day logistics, including tech requirements, rehearsal timings, access needs
* Liaising with the Operations Manager to organise transportation of instruments and equipment, and coordinating players to set up at the venue
* Creating posters, programmes and any other promotional materials for concerts, in conjunction with Directors
* Managing box office and front of house systems (in conjunction with parent volunteers)
* Running and ordering stock for bars (with parent volunteers)
* Liaising with the Treasurer in setting ticket and drinks prices, and organising a float
* On-the-day problem-solving and production management for events

**Orchestral management and librarianship**

* Booking and instructing additional players as necessary for concerts and rehearsals; maintaining a database of useful contacts
* Preparing orchestral parts for rehearsal and performance; making sure sets are kept complete and in good order; arranging music hire and return

**Promotions**

* Running and promoting the orchestra’s Friends and Chair Sponsorship schemes; keeping databases up to date; chasing renewals as necessary and sending out regular newsletters or updates
* Supporting social media channels: Facebook, Twitter, LinkedIn and YouTube
* Liaising with Operations Manager to keep website up to date
* Promotion of concerts through appropriate advertising avenues
* Creating and implementing strategies to recruit new members to the orchestra, the Thames Youth Sinfonia, and the Thames Youth Jazz Orchestra
* Writing press releases and establishing contacts with press in order to expand the profile of the orchestra and promote its activities

**General**

* Supporting the general running of the orchestra; performing ad-hoc tasks as agreed with the Musical and Executive Directors

**Person Specification**

**Qualification Criteria**

* Right to work in UK
* Interest in classical music, preferably with some level of formal training

**Personal Characteristics**

* Able to demonstrate their passion for music and/or education
* Flexible, highly organised and able to multi-task and prioritise work to meet deadlines
* Comfortable working independently, undertaking most work from home under own direction
* Hard working, detail-oriented, and systematic
* Committed and generous team worker, who believes strongly in the power of community

The ideal candidate will have experience in arts administration and putting on concerts, and would be looking to develop their marketing and social media skills whilst making contacts in the music education world in South West London. The administrator would also be welcome to join in at rehearsals and play in the concerts as well!

The role would be well-suited to recent graduates looking to gain a wealth of in-depth and broad experience in the arts and education sectors, with former post-holders going on to find full-time employment administration or concert management roles with high-profile orchestras.

*Thames Youth Orchestra is committed to safeguarding and promoting the welfare of children and young people. In order to meet this responsibility. All successful candidates will be subject to an enhanced Disclosure and Barring Service (DBS) check.*

If you are interested in applying, please email [admin@thamesyouthorchestra.co.uk](mailto:admin@thamesyouthorchestra.co.uk), sending a CV and cover letter detailing your relevant experience to date, and what you would hope to gain from taking on this role. The deadline for applications is **Monday 19th March 2018.**