Orchestra Manager/Administrator
Job Description

Responsible to: General Manager

Main purpose of job:
Responsible for the effective, smooth running of the orchestra's annual programme of activity and provide administrative support for the organisation.

Key accountabilities:
Orchestral Management

- Day to day management of the orchestra including attendance at all sessions and acting as main point of contact for musicians.
- Create orchestral schedules for all work in liaison with the General Manager and Principal Conductor
- In liaison with General Manager and Principal Conductor, engagement of all orchestral players on a project by project basis, keeping up to date records of the status of each booking.
- Compile and issue orchestral contracts alongside additional information (eg. ABO/MU Agreement, orchestra personnel lists etc.).
- Responsible for music hire & preparation, access to practice parts and the safe return of all hired material in prior consultation with General Manager and visiting artists
- Preparing payment documentation for players and guest artists, and fulfilling all necessary requirements of the Accounts function with regard to back-up information.
- Book accommodation requirements and hotel bookings for musicians and guest artists
- Arrange orchestral and guest artist travel arrangements including coach hire
- Implement all orchestral aspects in relation to Sinfonia Cymru's education and community programme.
- Co-ordinate orchestral auditions in discussion with General Manager and Principal Conductor
- Book rehearsal venues and liaise effectively ensuring the smooth running of all technical aspects including get-ins/get-outs.
- Responsible for all technical and stage management arrangements including equipment and instrument hire, piano tuning, arranging additional insurances and co-ordinating external stage management support when required (external provider).
- Assist the General Manager to ensure that orchestral sessions are compliant with all Health & Safety regulations and Noise at Work guidelines, completing risk assessments when required.
- Create and/or collect regular content for the orchestra's website and social media accounts ensuring that Sinfonia Cymru's online profile continues to grow whilst encouraging our creative community to actively contribute towards that growth.
- Any other duties as may reasonably be required for the smooth running of orchestral business.

Administration

- Share an active role in day to day administration alongside all staff
- Process activity related invoices and payments through accounting system (Xero) and upload to bank for approval, providing individual remittance advice slips for musicians
- Support Marketing Officer, taking an active role in the marketing function of the organisation including assistance with mail-outs, copywriting, requests for images/information and programme notes
- Provide specialist music knowledge to inform marketing campaigns and initiatives
- Assist at fundraising events
- Carry out any other duty as required by the Chief Executive or General Manager