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**ULSTER ORCHESTRA**

**Artistic Planning and Operations**

**Job Title:** Production Manager

**Reporting To:** Head of Artistic Planning and Operations

**Type of Post:** Permanent Full-time

**Salary:** £30,000

The Production Manager has responsibility for overseeing the detailed planning and delivery of all Ulster Orchestra programming (including Learning and Community Engagement), enabled by timely liaison across the whole organisation to ensure the smooth management of the Orchestra’s diary.**The post-holder will work closely with Production Coordinator(s) and the LCE Programme Manager.**

**Key Objectives and Responsibilities:**

* The Production Manager is primarily responsible for co-ordinating all UO activities and for creating the Orchestra’s advanced, four-weekly and amended schedules (including dates, times, rehearsal orders, orchestrations, programmes, etc.) accurately and to deadline; adhering to the terms of the Players’ Contract and in line with any stakeholder and partner obligations (e.g. BBC, NI Opera) and circulating to the relevant personnel as necessary
* Working closely with the Head of Artistic Planning and Operations (HAPO) across all aspects of season planning, from conductor/soloist availability queries, to negotiation of fees, terms and conditions (as directed by the HAPO), to assisting in preparation of departmental budgets, and deputising, as agreed, for the HAPO in meetings with external or internal parties.
* Ensuring the co-ordination of all activities across the organisation by developing and maintaining an effective mechanism for regular communication with the musicians and the other departments (Finance, Fundraising and Marketing) to ensure a positive, highly productive environment for the delivery and promotion of the Orchestra’s activities.
* Coordinating the workload of support staff within the Production team
* Maintaining an overview of the Orchestra’s schedule of activities at all times and acting as the conduit for enquiries and information.
* Maintaining an overview of the department’s administrative systems and processes, including the ongoing implementation of Backstage, the orchestra’s management software system
* With the HAPO, prepare and provide timely budgetary, schedule and contractual information, and hire and contract artists within agreed budgets.
* Confirming arrangements for all BBC-related events; managing the arrangements for recording contracts. Serving as liaison to record producers and engineers to arrange schedule and technical requirements for non-BBC recording sessions. Serving as liaison to record producers and engineers to arrange schedule and technical requirements for non-BBC recording sessions.
* Ensuring the timely execution of contracts for all concert and hired engagements, including any third-party agreements reached with partners for the orchestra’s services (e.g. BBC, MU, recordings etc.), as directed by the Head of Artistic Planning. Liaising with venues, promoters and other relevant partners in the lead up to performances.
* Liaising with artist managers on artist travel, accommodation, and local ground transportation and ensuring that artists are well cared for while in the employ of the Orchestra. Acting as conductor and soloist (artist) liaison for all guest engagements, preparing rehearsal schedules, artist itineraries, and issuing and ensuring prompt return of artist contracts, etc.
* Participating in the development and implementation of Company strategic policies, procedures and systems.
* Actively and enthusiastically promoting the operations of the company at all levels.
* Performing any other duties as assigned by the Managing Director

**PERSON SPECIFICATION**

**Required**

* Successful track record in planning complex schedules
* Experience of managing relationships with, or on behalf of, national and international promoters, artists and agents
* Experience of working and planning with classical musicians and artists including soloists and conductors
* Experience of concert production management
* Experience of working under pressure to tight deadlines
* A sense of high standards of administrative efficiency.
* Ability to deliver results despite obstacles and limited resources.
* Excellent communication, organisational, interpersonal and administrative skills, including the ability to write in clear and correct English, and to speak to media, clients, artists, etc.
* Ability to work both independently and as part of a team.
* Ability to manage own work and prioritise to ensure delivery in accordance with timetables and plans.
* Personal Style and Behaviour:

-A good team player who is committed to music and the arts

-Committed to a positive approach to equality of opportunity and community engagement

-A positive communicative style that engenders confidence in others

-A keen interest in satisfying internal and external customers

-A motivated and enthusiastic individual

-A supportive and open line-manager and colleague

**Desirable**

* Experience and successful track record of line management and leading a team
* Experience of managing complex budgets

**How to apply:**

Please complete the attached application form and e-mail your application form and monitoring form to Auveen Sands at auveen@ulsterorchestra.com The closing date is Friday 23rd August at 12 noon. Interviews will be held the week beginning 2nd September.

**Position start date: October**