

February 2020

Head of Concerts & Production Job description



Summary

The London Sinfonietta is one of the world's leading contemporary music ensembles, having established a world-wide reputation over 50 years. Our mission is to engage wider audiences in new music, support the growth of individuals and communities, and develop talent.

The Head of Concert Production has leads a busy and dedicated team planning and delivering all London Sinfonietta performance activity including season concerts, UK and international tours, recordings and special projects, as well as the concert activity for the Participation & Learning programme. The role also includes the planning and delivery of the London Sinfonietta's Talent Development (artist development) programmes for age 18 and above.

2020 marks the end of an era for the London Sinfonietta as we move out of Kings Place and find a new office base for the organisation. That search process has just begun, and we are very likely to seek a new base where we can actively engage individuals, groups and communities as participants, learners and co-creators of projects in the Ensemble's programme, alongside other world-class concert events and touring projects.

The Head of Concerts and Production is therefore a central role for the organisation, working closely with the Chief Executive & Artistic Director and the General Manager to set the artistic & strategic priorities and ensure a high quality programme. The post holder will also be required to work closely with the Head of Participation & Learning to determine in what way any one of the London Sinfonietta's projects can achieve both a world-class artistic expression and the powerful purpose of public engagement.

About the London Sinfonietta

The London Sinfonietta is one of the world's leading contemporary music ensembles. Formed in 1968, our commitment to making new music has seen us commission 400 works and premiere hundreds more. Our ethos is to commission and perform music from the best composers living today, performed by world-class musicians. We are a bold and innovative organisation that seeks to engage and inspire a world-wide audience by curating ambitious and risk-taking concert formats and projects. From musical messages to the government, to operas about climate change – we're not afraid to make a statement. We regularly collaborate with other musicians, artists and contemporary art forms that helps us reach a wider audience.

Resident at Southbank Centre and Artistic Associate at Kings Place, with a busy touring schedule across the UK and abroad, the London Sinfonietta's core eighteen Principal Players represent some of the best musicians in the world. Across our history, we have worked with many of the greatest living creators and interpreters of new music. The next phase of the organisation's work includes on-going associations with UK organisations such as the Royal Opera and Ballet, Huddersfield Contemporary Music Festival, Music Theatre Wales, the Central St Martins School of Art and the Royal Academy of Music. The London Sinfonietta is an Arts Council England National Portfolio Organisation from 2018-2022. The organisation receives regular national press attention for its work, not least because of its ambitious programme of new pieces and projects.

"The world's top new-music ensemble" The Times, January 2018

Job Description

The Head of Concert Production

- is responsible for the logistical, financial and production planning for all London Sinfonietta activity, engaging artistic teams, producing budgets and devising production designs, ensuring that detailed logistics and tasks are in place for effective delivery of all projects
- supports the Chief Executive & Artistic Director (CEO & AD) on the long-term and strategic planning of performance activity including assisting in specific programming and artistic research and development where appropriate
- builds and maintains excellent relationships across a wide cross-section of partners, including artists, agents, promoters, festivals, venues, composers, publishers, media agencies and recording companies as well as internal colleagues
- supports the CEO & AD on the overall management of the Ensemble Principals and other musicians with particular responsibility for schedule communications, fees and payments, recruitment, auditions and areas of ensemble policy.
- Is responsible for planning and delivering our programme of Talent development artist training opportunities, including the London Sinfonietta Academy and Writing the Future, ensuring that these programmes are aligned and integrated effectively with the work of the Participation & Learning department
- works with the CEO & AD, General Manager and Head of Finance contributing to long-term budgeting and strategic planning for the organisation.
- supervises and tasks an event delivery team consisting of Concerts and Touring Coordinator, Professional Placement (where applicable), Participation & Learning Officer (for P & L projects) and Freelance Orchestral Personnel Manager and Freelance Concerts Manager.

The Head of Concert Production is line-managed by the General Manager with task management from the Chief Executive & Artistic Director. The Head of Concert Production line manages the Concerts and Touring Co-Ordinator and Professional Placement (University placement position, where applicable) and is responsible for the engagement of the Orchestral Personnel Manager and Freelance Concerts Manager.

Key Responsibilities

Artistic, strategic, financial and production planning

- Work with the CEO & AD on the creation and planning of artistic seasons and projects
- Assisting the Chief Executive in the development of artistic projects as required (which may include scoping and researching repertoire, developing links and undertaking discussions with composers, conductors, artists, publishers, festival directors and other new music specialists).
- Stay abreast of contemporary music activity and current artistic and cultural developments which may feed into London Sinfonietta programming and commissioning decisions
- Work with CEO & AD on new opportunities for the ensemble, including sourcing new promoters, creating commercially attractive project propositions and responding to touring and recording enquiries
- Create commissioning and partnership agreements as required by CEO & AD
- Work with the CEO & AD to produce and manage activity budgets for all London Sinfonietta activity
- Source artistic teams (conductors, soloists, directors, producers) and negotiate fees and contracts
- Negotiate fees, contracts and arrangements with external promoters and hirers of the ensemble, partners such as BBC Radio 3 for radio broadcasts of performances and projects
- Develop deliverable logistical plans for all activity, working with artists, composers and venues

- Instigate and build effective relationships with all partners, venues, hirers and venues including staff at Southbank Centre and Kings Place, liaising with them as necessary regarding arrangements for the delivery of LS's London season
- On occasions take responsibility for the production design of works and concerts
- Ensure effective planning and delivery of LS's over-18 / early career artist talent development (artist training) programmes, such as the LS Academy and Writing the Future programme - working closely with the Head of Participation & Learning (who oversees the school-age programmes such as LS Junior Academy)

Effective delivery of activity

- Act as overall project manager for all concerts, tours and recordings, along with special projects as required (such as concerts activity relating to Fundraising events)
- Supervise the Concerts and Touring Co-Ordinator (and Professional Placement, where applicable) to ensure that all detailed logistics are planned and delivered for London Sinfonietta Activity
- Ensure that plans are deliverable within budget and within orchestral Health & Safety considerations
- Supervise the Orchestral Personnel Manager to ensure the highest quality ensemble is arranged for all activity
- Ensure that comprehensive and detailed schedules and briefing documents are disseminated to musicians and staff appropriately
- Work closely with the Head of Participation & Learning to ensure the effective and collaborative working of the Concerts and P&L teams
- Supervise the Participation & Learning Officer in the planning and delivery of Participation & Learning concerts and projects
- Ensure that detailed information about projects are generated to enable musician payments to be accurately processed in an appropriate time-frame.

Ensemble policy and management

- Ensure that Ensemble Members are regularly informed about long-term plans through the issuing of a regular Advance Schedule
- Take responsibility for devising, updating and implementing relevant orchestral policy (including Health & Safety, Noise at Work)
- Advise the CEO & AD on fee structures and terms and conditions for Ensemble Members gathering an in-depth knowledge of the wider sector position
- Support the CEO & AD on the development of the Ensemble through the regular management of auditions and trials where appropriate

Administrative

- Work with the CEO & AD to develop long-term budgets for London Sinfonietta Activity
- Work with GM to update and issue policies and contract templates relating to the ensemble and artistic programme
- Be responsible for the organisations planning and delivery software (ArtsVision) ensuring that all future plans are included and updated
- Provide regular activity and financial reports to the General Manager and Head of Finance as necessary, ensuring that any significant variances on budgets and forecasts are communicated
- On a regular basis, reconciling event expenditure with the budget with the Head of Finance
- Ensure that monitoring and evaluation frameworks/systems are maintained and updated with concerts activity information as necessary

General

- To line-manage, support and annually appraise the Concerts & Touring Co-Ordinator and Professional Placement
- To play an active role in decision making as a member of the senior management team.
- To deputise for the General Manager where appropriate and necessary
- To contribute to the wider strategic and operational decisions of the organisation

- To undertake any other responsibilities that may reasonably be asked by the CEO & AD and General Manager.

Profile

This role would be suitable for someone with at least 5 years' experience in the classical music sector with specific responsibilities for concert production, delivery and orchestral management.

The position is central to a busy performance activity and the post-holder will need to be adept and solving problems and managing a highly varied workload. The position requires a strong understanding and experience of music orchestral event production. The post-holder will need to demonstrate significant diplomacy skills when dealing with a full range of partners, artists, suppliers and delivers as well as a small, hardworking team. As a member of the Senior Management Team the post-holder will require strong leadership and management skills.

The role demands a candidate who has strong musical understanding and a vision to realise and deliver new work. A good knowledge and experience of contemporary classical music, along with evidence of established contacts in the music industry is therefore an advantage, along with the ability to read and interpret musical scores.

The role requires attendance at most London Sinfonietta activity and therefore naturally involves evening and weekend work as well as national and international travel.

Key experience, skills, attributes

Essential

Relevant experience

- At least 5 years of experience in classical music concert administration, or in a relevant music event / festival production / producer role
- Knowledge of orchestra management practice, including scheduling and production of concerts
- Experience of organising overseas music touring projects
- Knowledge and experience of working with broadcasters and recording companies
- Experience of negotiating contracts and fees
- Experience of liaising with professional musicians, composers and conductors
- Experience of dealing with external promoters, in the UK and overseas
- Experience of managing staff
- Creating, monitoring and reconciling budgets related to artistic projects and events

Relevant knowledge

- Demonstrable knowledge of the classical music industry including festivals, agents, artists and broadcasters
- Demonstrable knowledge of contemporary classical music and/or contemporary culture including repertoire, composers, and latest trends
- Excellent knowledge of ABO and MU agreements and policies
- Knowledge of BBC, PACT and BPI agreements
- Knowledge and ability of writing event risk assessments

Skills, working styles and attributes

- Educated to degree level or equivalent
- Excellent verbal and written communication skills
- Proven producing ability; able to plan and deliver complex and multi-faceted projects.
- Proven strong negotiation, problem solving and influencing skills

- Excellent interpersonal skills, with the ability to work successfully with a wide range of partners, from conductors to technical staff in a positive and constructive way
- A demonstrable high level of organised thinking and use of systems
- The ability to read and understand musical scores and draw out the key information and implications necessary for planning a performance.
- The ability and confidence to make decisions as necessary
- Meticulous attention to detail
- A self-motivated worker who is capable of taking initiative and working independently and as part of a small team
- Ability to manage and prioritise a diverse and shifting workload
- Good IT skills (Microsoft Office, databases)
- Experience of bespoke software (such as Arts Vision, OPAS or Artifax)

Desirable

- Experience and knowledge of developing artists and talent development schemes
- Ability to think creatively and contribute ideas about artistic projects to the planning process
- Direct experience of working with professional classical musicians
- Experience and understanding of participation and learning events
- Experience of collaborating with artists and musicians from other genres and art forms
- Some knowledge of other European language/s
- Knowledge of safeguarding and child protection issues
- Knowledge of GDPR issues as applicable to this area of work

Terms and Conditions

Line Manager:	General Manager, with task management from CEO & AD
Responsible for:	Concerts & Touring Assistant, Professional Placement
Hours of Work:	Full time. Normal office hours are 10am to 6pm. The job will also require working outside these hours, including attendance at LS concerts and occasional weekends as necessary.
Salary:	By negotiation according to experience, within the range £32,000 - £35,000.
Pension:	All employees are auto-enrolled into a contributory pension scheme (subject to eligibility and the conditions of the scheme). LS contribute an amount equal to 3% of salary, with the Employee contributing 5% of salary
Annual Leave:	25 days (plus statutory bank holidays), pro rata
Notice period:	12 weeks in writing
Additional information	Owing to the nature of the work, this position is subject to the completion of an enhanced Disclosure and Barring Service (DBS) check

How to apply

The Job Description, Application Form and Equality and Diversity Monitoring Forms are available on our website www.londonsinfonietta.org.uk.

To apply for this position please send a completed Application Form and Equality and Diversity Monitoring Form to recruitment@londonsinfonietta.org.uk

Please note that we do not accept CVs.

The closing date for applications is midnight on **Monday 9 March 2020**

First round interviews: **Wednesday 18th & Thursday 19th March 2020**

Second round interviews likely to take place on **24th and/or 25th March** – to be confirmed

For any queries please contact Fran Bryant, General Manager (frances.bryant@londonsinfonietta.org.uk)

Equality and Diversity

London Sinfonietta is committed to equality of opportunity and does not discriminate based on a person's age, disability, gender reassignment, marital or civil partnership status, pregnancy or maternity status, race, religion or belief, sex or sexual orientation. We actively encourage people from diverse backgrounds to join our organisation. To assist us with our aim we ask you to complete an Equality and Diversity monitoring form with your application. This is entirely voluntary however the information contained will be used to monitor the effectiveness of our recruitment processes; it will be stored anonymously and confidentially, and will not be used by the interview panel for the purposes of selection.

Data Protection

London Sinfonietta is aware of its obligations under the General Data Protection Regulation (GDPR) and is committed to processing your data securely and transparently. Please visit <http://www.londonsinfonietta.org.uk/about/work-for-us> to download our Applicant Privacy Notice which sets out, in line with GDPR, the types of data that we collect and hold on you and how the data is processed.