



Head of Concerts & Production

Maternity Cover, fixed term contract up to 12 months

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 Concerts & Production leads a busy and dedicated team producing all London Sinfonietta performance activity including season concerts, live digital productions, audio-visual capture of live performance events, UK and international tours, recordings and special projects. The role also includes joint responsibility (shared with the Head of Participation & Learning) for planning and delivery of the London Sinfonietta's Talent Development (artist development) programmes.

The Head of Concerts and Production is a central role, working closely with the Chief Executive & Artistic Director and the General Manager to ensure the creation and delivery of a high quality events programme. This role is also required to work very closely with the Head of Participation & Learning, taking joint responsibility for an increasing number of projects which achieve both world-class artistic expression and the powerful purpose of public engagement. The role also requires close working with the Digital Productions Manager in the planning and implementation of performance capture and other digital projects which are increasingly forming part of the organisation's output for the public.

About the London Sinfonietta

The London Sinfonietta is one of the world's leading contemporary music ensembles. Our ethos is to commission and perform music from the best composers living today, performed by world-class musicians. 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 and the organisation receives regular national press attention for its ambitious programme of new pieces and projects. Ongoing associations include partners 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.

During the past year we have continued to develop and adapt our programme, building our digital work, and continuing to commission and create new music which responds to the world around us. Over the coming year we will be further developing our future strategy and artistic programme, championing the work of under-represented composers, artists and performers and building on our participation and talent development strands to fully integrate them throughout our programme.

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

Job Description

The Head of Concerts & Production

- is responsible for budgeting, logistics and production planning for all London Sinfonietta performance and event activity, ensuring effective, safe and timely delivery of all projects
- is responsible for developing and maintaining excellent relationships across a wide cross-section of partners, including artists, agents, promoters, festivals, venues, composers, publishers, media agencies, audio and video recording companies
- supports the CEO & AD on the overall management of the Ensemble Principals and other musicians with particular responsibility for advance schedule communications, fees and payments, recruitment, auditions and areas of ensemble policy.
- together with the Head of Participation & Learning and CEO & AD, is responsible for planning and delivering our programme of artist talent development (artist training) programmes, focussing in particular on 18+ opportunities (London Sinfonietta Academy and Writing the Future)
- supports the Chief Executive & Artistic Director (CEO & AD) in artistic research and longer-term planning of artistic activity
- contributes to the long-term budgeting and strategic planning for the organisation, working with the CEO & AD, General Manager and Head of Finance

The Head of Concerts & Production is line-managed by the General Manager with task management from the Chief Executive & Artistic Director. The Head of Concerts & Production line manages the Event Producer role and Placement position (Intern or Placement position tbc) and is responsible for the engagement and management of the Orchestral Personnel Manager and Freelance Concerts Manager.

Key Responsibilities

Artistic and strategic

- Working in support of the CEO & AD on the production of artistic seasons and individual projects, including 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 the CEO & AD to negotiate fees, rights, contracts and arrangements with conductors, soloists, directors, producers, external promoters and hirers and broadcasting organisations such as BBC Radio 3, creating contracts and agreements as required
- With the Head of Participation & Learning, and CEO & AD, ensure effective planning and delivery for LS's artist talent development (artist training) programmes, focussing on the LS Academy and Writing the Future programmes

Budgetary

- Work with the CEO & AD to produce and manage activity budgets and forecasts for all London Sinfonietta activity as well as long term budgets
- Be responsible for ensuring LS events are delivered within budget, reconciling event expenditure with the Head of Finance on a regular basis
- Provide regular activity and financial reports to the General Manager and Head of Finance

Production planning

- Develop advance scheduling and production planning for LS event activity, working with artists, composers, partners and venues as necessary (including Southbank Centre and Kings Place where we are Resident Orchestra and Artistic Associate)
- When necessary, act as lead producer on complex and cross-departmental artistic projects and productions ensuring effective communication and delivery across internal and external stakeholders
- Supervise the Event Producer (and Intern / Placement position, where applicable) to ensure that detailed logistics are planned and delivered for London Sinfonietta activity within budgetary and Health & Safety considerations and that event planning is effectively communicated both internally and externally
- Supervise the Orchestral Personnel Manager to ensure the highest quality ensemble is arranged for all activity
- Work closely with the Head of Participation & Learning to ensure the effective and collaborative working of the Concerts and P&L teams
- Work closely with the Digital Productions Manager to ensure the effective and close working of production teams for digital capture or streaming of performances
- Represent the London Sinfonietta in venue and partner production meetings, including attendance at Southbank Centre Resident Orchestra Meetings
- Be responsible for effective information flow for production planning within the organisation including being a 'champion' for ArtsVision, liaising with the General Manager on improvements and updates to software as required

Ensemble management

- Ensure that Ensemble Members are regularly informed about long-term plans through the issuing of a regular Advance Schedule
- Be responsible for implementation of Health & Safety, Noise at Work and Covid-safe policy and practice within the Ensemble.
- Research and implement relevant orchestral policy and good practice, gathering an in-depth knowledge of the wider sector position, including advising the CEO & AD on fee structures and terms and conditions for Ensemble Members
- Support the CEO & AD on the development of the Ensemble through the regular management of auditions and trials where appropriate

Administrative

- Work with GM and Head of Finance to ensure that documentation relating to the ensemble and artistic programme is fit for purpose, including contract and schedule templates
- Report on artistic and talent development activity as required, including contributing to regular (quarterly) Board reporting
- Be responsible for ensuring that musician payments are accurate and processed in an appropriate time-frame
- Be responsible for ensuring that monitoring databases are maintained and updated with concerts and recordings information

General

- To line-manage, support and annually appraise the Event Producer and Professional Placement/Intern positions
- To play an active role in decision making as a member of the senior management team, contributing 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

As a member of the Senior Management Team the post-holder will be a confident manager with strong leadership skills and an enthusiasm for developing and delivering new work.

The role is central to our busy performance programme and we are looking for someone who is adept at solving problems, flexible in their approach and confident to manage a highly varied workload. You will also have experience of dealing with multiple partners, artists, suppliers, venues and freelance team members, creating an environment in which everyone thrives and is able to be at their best.

You will have a strong interest and enthusiasm for new music and extensive experience in the music sector with specific responsibilities for concert production, event delivery and orchestral/ensemble management. Experience of contemporary classical music and the wider arts industry would be an advantage including productions with audio and visual capture of live events. As much of your work will involve performances of new music, the ability to read and interpret musical scores and a fluency of musical understanding and terminology would also be an advantage.

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

Person profile

Key experience, knowledge/skills and attributes

Essential criteria

Relevant experience - essential

- Extensive experience in music concert administration / production, or in a relevant music event / festival production / producer role
- Proven event producing ability, with the able to plan and deliver complex and multi-faceted projects to time and on budget
- Experience of organising overseas music touring projects
- Experience of creating, monitoring and reconciling budgets related to artistic projects and events
- Experience of working with professional musicians, composers and conductors
- Experience of working with partners such as venues, external promoters, broadcasters and recording companies, in the UK and overseas
- Experience of negotiating contracts and fees
- Experience of managing staff

Relevant knowledge and skills - essential

- Demonstrable knowledge of orchestra management practice and the classical music industry including festivals, agents, artists and broadcasters
- Ability to contribute to the artistic discussion of music events, with a good working knowledge of repertoire, composers, and latest trends in contemporary music.
- The ability to read and understand musical scores and draw out the key information and implications necessary for planning a performance.
- Good working knowledge of rights and performing fees arrangements such as those covered within the Association of British Orchestra (ABO) and Musicians Union (MU) policies, as well as BBC, PACT and BPI agreements
- Knowledge of Visas, Certificates of Sponsorship and requirements of touring ensembles
- Knowledge of Health & Safety as applicable to performing arts (with particular reference to Noise risk and Covid-19)
- Good IT skills (Microsoft Office) including arts planning software (such as Arts Vision, OPAS or Artifax)

Key attributes - essential

- Proven strong negotiation, problem solving and influencing skills
- The ability to work successfully with a wide range of partners, from conductors and high-profile stakeholders to technical staff, in a positive and constructive way
- Ability to think creatively and contribute ideas about artistic projects to the planning process
- A high level of organised thinking and use of systems
- The ability and confidence to make decisions as necessary
- 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

Desirable criteria

- Experience of working with artists from other genres and art forms
- Experience of planning and delivering artist training and talent development schemes
- Experience of delivery of audio / visual capture of performance events
- Knowledge of safeguarding and child protection issues
- Knowledge of GDPR issues as applicable to this area of work

Terms and Conditions

Fixed term contract to cover maternity leave for up to 12 months

Start date: August 2021 (exact date tbc). Ideally the candidate will be available for a 2-week handover period in August. If there are dates which you cannot make in August please let us know in your application.

Line Manager:	General Manager, with task management from CEO & AD
Responsible for:	Event Producer, Placement/Intern position (to be confirmed)
Hours of Work:	Full time, 35 hours per week. Normal office hours are Monday-Friday 10am to 6pm. The job will also require some working outside these hours, including attendance at evening LS concerts. A time off in lieu policy applies for days worked at weekends or bank holidays.
Place of work:	A mixture of office working (Kings Place, London N1 9AG) and home working will be required, with events delivered at various venues across London and nationally. All applicants must have the ability to work remotely.
Salary:	c. £32-35k (full time) We would also be interested in hearing from people who wish to work flexibly on a pro-rata basis.
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)
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 and Application Form are available on <https://londonsinfonietta.org.uk/workforus>
To apply for this position, send a completed Application Form to recruitment@londonsinfonietta.org.uk
Please also complete the online Equality and Diversity form (see below for link)
Unfortunately, we are unable to accept CVs.

All disabled applicants who meet the essential criteria for this role will be interviewed. As we will not use monitoring forms as part of the selection process, **applicants must declare within their covering letter or application form that they are disabled and if they wish to be put forward for interview on this basis.**

Whether you are applying under the scheme or not, if you are disabled please let us know if you need any adjustments during the recruitment process, to ensure it is inclusive and works for you.

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

Equality and Diversity form

London Sinfonietta is committed to creating a diverse and inclusive environment in which everyone can thrive. We are committed to increasing representation of people from under-represented backgrounds in our workforce. To assist us with our aim and to monitor the effectiveness of our recruitment processes we ask you to complete an Equality and Diversity monitoring form with your application. Please access the Equality & Diversity form by clicking the following link or copying and pasting the address into your web browser: <https://forms.office.com/r/BJtU7MUFPc>

All responses submitted are anonymous, used for statistical and analytical purposes only, 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.