



# ORCHESTRA MANAGER

## JOB DESCRIPTION

Reports to: Executive Director

Supervises: Orchestra Administrator.

The fundamental purpose of this role is to provide the conductor with an orchestra.

This will entail, where necessary:

- booking extra players, developing and maintaining a database of useful phone numbers, diary services, etc.
- making written contact with extra players to provide details of rehearsal and concert times, venues, dates, dress code, repertoire, rehearsal order, contact details (i.e. in case of lateness or sickness), confirmation of fee, maps of venues etc.
- having a structure in place to enable players to notify late arrival/absence
- booking instruments and arranging their transportation to rehearsals and concerts
- setting up the rehearsal space
- liaising with concert/rehearsal venues about get in/get out times, stage plans, risers, number of chairs, music stands, rostrum provision, dressing room allocation, security lists, stage crew (including organising a team if the venue doesn't provide one)
- booking rehearsal venues
- cascading information to orchestra members about rehearsal and concert venues, dress codes, etiquette
- implementing a disciplinary code
- ensuring that refreshments will be available at rehearsals and concerts
- ensuring that rehearsals begin and end on time and that breaks don't over-run
- managing all aspects of recruitment and retention of players

In practice this will mean that the orchestra manager will be the first to arrive and last to leave at all concerts and rehearsals.