



ROYAL
OPERA
HOUSE

JOB DESCRIPTION

Role / Title: **Orchestra Administrative Director**

Reports to: Chief Operating Officer

Accountable to: Music Director of the Royal Opera
Music Director of the Royal Ballet

Manages: Orchestra Manager, Orchestra Operations Manager,
Financial Controller

Up to 116 permanent orchestra members and 300 freelance players

Liaises with: Primarily with Orchestra Office & Orchestra Operations staff; Players; Executive Team; Music Directors; HR; RO & RB Management; Business Affairs; Audiences & Media; Occupational Health; Technical; Finance; Guest Conductors; UK and international orchestral sector

Overall Purpose of the job

- To take responsibility for the provision of an orchestra of the highest international standard for the Royal Opera House, and for all aspects of its operation whilst working with the Royal Opera and Royal Ballet companies.
- To provide highly efficient administrative support to the players of the Orchestra of the Royal Opera House.

Key accountabilities:

Provision of an orchestra of the highest international standard:

- Work closely with the Music Directors (Opera and Ballet) to ensure that the best procedures and facilities are in place to enable the highest possible orchestral performance standards at all times.
- In conjunction with the Director of Planning and the Director of Human Resources, monitor and review contracts for the Orchestra of the Royal Opera House and freelance players and ensembles, recommending and negotiating new arrangements when appropriate, in order to optimise working practises.
- Take the lead role in the negotiation of collective agreements with the Orchestra and ensure the consistent implementation of Royal Opera House policies across the Orchestra.
- Oversee the recruitment process for new players, attending auditions and ensuring the highest possible orchestral standards and ensuring that we recruit a more diverse workforce and create an inclusive culture.
- Oversee media exploitation plans involving the orchestra.
- Liaise with the Royal Opera and Royal Ballet to identify and contract with appropriate specialist orchestras and ensembles.

Leadership and Management:

- Provide leadership to Orchestra Management.
- Ensure that Orchestra Management is equipped to manage all day to day matters, including scheduling, fixing, payment of players, pit planning, and rehearsal and performance duties
- Take overall responsibility for all orchestra personnel issues, including disciplinary and capability issues.
- In consultation with the Financial Controller, prepare, submit and monitor annual and project related budgets.
- Motivate and encourage the development of all OROH players to maintain an effective team and engage them in the vision of the ROH.

Health, Safety and Wellbeing:

- Develop strategy and actively seek innovative solutions to address ongoing issues within the OROH such as wellbeing and sound management.
- In the context of the above, ensure a balanced schedule of work for the Orchestra of the ROH and make recommendations in order to maximise the productivity of the Orchestra within the available resources.

Relationships

- Develop and maintain good working relationships with Guest conductors, Section Principals, the Musicians' Union, the Orchestra Committee, the Orchestra H & S Committee and individual OROH members.
- Build the OROH players' relationship with the rest of the ROH, increasing the visibility of the Orchestra.
- Promote the interests of the Orchestra of the Royal Opera House and the Royal Opera House in the UK and overseas by keeping abreast of the music world, building and maintaining networks.

Executive Role:

- As a member of the Executive Team, participate in the strategic and artistic planning of the Royal Opera House.
- Actively engage with the development of the ROH strategy and plan.
- Champion key ROH initiatives with the OROH, such as: working more efficiently, management development, staff engagement exercises.

Person Specification**The ideal candidate will have:**

- Extensive and sustained previous experience working in a significant management role with a major arts organisation.
- A thorough knowledge of the working practices and demands of a professional orchestra. Experience in applying the Noise at Work Regulations is desirable.
- Proven ability to be able to lead and inspire a senior team.
- Strong negotiating and persuasion skills, ideally with a track record of previous successful Union negotiations.
- Ability to communicate both in writing and orally in a fluent and persuasive manner in good clear English, and to listen, negotiate and be assertive as appropriate.
- Ability to deal with people at all levels in a confident and professional manner.
- Ability to react quickly to situations, to be reliable and resilient, to perform consistently under pressure and to respond positively to changing circumstances.
- Excellent operational and project management competencies.
- Track record of taking and accepting responsibility for projects and initiatives.
- Proven ability as team player.

- Ability to delegate tasks effectively and supervise staff to ensure that tasks are completed on time to a high standard.
- A flexible, adaptable and creative approach to problem solving.
- Ability to plan and manage change.
- Ability to work flexible hours including regular evenings and weekends.
- A music degree or equivalent music qualification or experience.
- IT competency– Word, Excel, Outlook.

Note: This Job Description reflects the current situation. It does not preclude change or development that might be required in the future.

For further information please contact Heather Newill, Director AEM International on hnewill@aeminternational.co.uk.

How to Apply

To apply, please send a CV together with a letter of application (no more than 3 sides of A4) stating why you believe you are suitable for the job to our recruitment consultant, Heather Newill, Director, AEM International on hnewill@aeminternational.co.uk (preferable) or post to 10 Church Street, Framlingham, Suffolk. IP13 9BH.

Applications must be received by 5pm on **Friday, 1st September 2017**.