

Concerts & Touring Coordinator

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.

Working at the heart of a small yet ambitious organisation, the Concerts & Touring Coordinator role is crucial in helping to ensure that the ensemble's innovative season of events are delivered to the highest standard. The role supports the Head of Concerts & Production, working closely with colleagues including the Concert Manager and Orchestra Personnel Manager in all aspects of logistical planning for the London Sinfonietta's programme of UK and overseas concerts, engagements, recordings and associated rehearsals.

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 London Sinfonietta aims to deliver a season of performances where presentation is integral to the concert-going experience. This means that events are regularly complex often involving lighting, film, sound design and electronics as well as artists from other musical genres and art forms. In addition the contemporary classical repertoire and interdisciplinary work programmed by the ensemble can present technical and musical challenges for the Concerts Department team.

The role of Concerts & Touring Coordinator is therefore key in bringing together all these elements on the platform and ensuring a seamless delivery of our artistic programme.

The Concerts & Touring Coordinator's role is to

- work with the Head of Concerts & Production to successfully deliver all of London Sinfonietta concert events, recordings and tours, both in the UK and overseas.
- be responsible for the technical delivery for all events, working with venues and external promoters as required
- be responsible for arranging touring logistics for UK and international tours including arranging required documentation
- ensure the smooth running of events on the day including assisting with stage management where required

Concerts administration

To assist with all aspects of the production of events, under the management of the Head of Concerts & Production. This includes;

- Liaising with internal colleagues - notably Concert Managers, Orchestra Personnel Manager (part-time freelance positions), Head of Learning & Participation and Learning & Participation Co-ordinator - to ensure the efficient preparation and smooth running of all events including our public-facing Participation & Learning activity.
- Liaising with venues and external promoters on all logistical and technical details such as sound, lighting, staging, catering, backstage and access requirements
- Overseeing the ordering, distribution and return of music scores and parts to publishers, working with the Librarian.
- Reviewing and checking music scores thoroughly on arrival to ensure that instrumental and technical requirements are in line with expectations.
- Compiling and distributing detailed rehearsal and performance schedules to all personnel involved in events, recordings and tours.
- Booking rehearsal venues in line with requirements.
- Arranging instrument hire and transport, co-ordinating tuning times as required
- Liaising with Sound Intermedia (the ensemble's Principal Sound Projectionists) to obtain detailed sound riders.
- Liaising with conductors, composers and performers (or their agents) regarding scheduling, provision of scores and special requirements.
- Working with the Concert Manager to ensure that stage plans, detailed technical riders and event cue-to-cue sheets are prepared, co-ordinating with other stakeholders as required.
- Assisting with the updating and checking of the diary system, Arts Vision
- Ensuring that there is a good flow of information internally
- Providing player lists to the Marketing Department for the preparation of concert programmes and proof reading publicity materials.

Concerts event management

To assist with the smooth delivery of concert events. This includes:

- When required, assisting the Concerts Manager with orchestral and stage management on the day of events.
- When required, assisting with other aspects of event production, for example score-reading for lighting / film technicians.

Touring project administration

To be responsible for the administration of UK and international touring projects, once programmes, schedules and contracts have been agreed by the Chief Executive & Artistic Director and Head of Concerts & Production. This includes:

- Liaising with venues, festivals and promoters in the UK and overseas regarding all planning and logistics for tours.
- Providing technical specifications and ensuring detailed stage plans are issued to each venue.
- Making travel and accommodation arrangements for artists and the ensemble for both UK concerts/tours and overseas tours.
- Arranging for the transport of any instruments or equipment needed on tour, including preparing carnet documentation when required.
- Ensure that all touring documentation for the ensemble (A1 certificates, insurance etc) is arranged.
- In co-ordination with the Finance Department, ensuring per diems are arranged for all tour personnel as required.
- Organising work permits for artists visiting the UK, as required and any visas and/or work permits required for artists and the ensemble to perform overseas.
- Occasional touring with the ensemble in the UK and overseas; undertaking stage/orchestral management duties (when necessary)

General

- Updating and maintaining event budgets, requesting quotations from suppliers where required to enable accurate costings to be made
- Representing the organisation at external meetings, including relevant ABO Specialist Manager meetings as required.
- Attending and contributing at weekly staff meetings and other team meetings.
- Supervising the work of professional placement candidates working with the Concert Department.
- Helping to ensure that Health & Safety is considered at all stages of event planning and delivery including assisting with noise exposure measuring and drafting and updating noise risk assessments.
- Following the organisation's policies and procedures (e.g. the Staff Handbook) as varied from time to time and work within the restrictions of the Data Protection Act when dealing with any confidential information.
- Participating in regular performance appraisals as necessary.
- Undertaking any other responsibilities that may be reasonably asked of the Concerts and Touring Coordinator.

Profile

This role is suitable for someone with at least two years' experience of working in events production, orchestral management and/or touring, ideally within a contemporary music or cross arts setting, who can bring their expertise, motivation and experience to the organisation.

The position requires a sound grasp of office administration with an emphasis on accuracy, meticulous attention to detail and presentation together with a high level of IT skills. Initiative, reliability and common sense together with an efficient, friendly and courteous manner with colleagues, musicians, professional contacts and the public are essential.

The role also demands a candidate who is musically literate, musically intelligent, and able to interpret often complex scores of new music and understand their implications in performance for an ensemble such as the London Sinfonietta.

There is good scope in the position for career and personal development, and this growth will be supported by the organisation.

Key skills, attributes and experience

Essential

Relevant experience and knowledge

- At least two years' relevant experience, preferably in a concerts/event management and/or orchestral touring role.
- The ability to read music and interpret often complex orchestra scores.
- Knowledge and understanding of the working patterns of professional orchestral musicians.
- Experience of working with a wide range of external partners, for example promoters, festivals, rehearsal venues, service providers.
- Experience of preparing stage plans and technical requirements
- A strong interest in classical music, including orchestral repertoire.

Work planning

- A well organised, methodical and meticulous approach to work.
- The ability to manage and prioritise a diverse and shifting workload.
- A capacity for hard work, persistence and motivation.

Communication and office skills

- Excellent verbal and written communication skills.
- A polite, personable and courteous manner.
- Competency in the usual software packages (e.g. Microsoft Office – particularly Word, Excel and Outlook).
- Strong attention to detail.
- Numerate with an understanding of budgeting.
- A self-motivated worker who works well independently and also as part of a small team.

Desirable

- Experience of making travel arrangements for large groups (e.g. flights, visas, accommodation).
- Experience of preparing and monitoring budgets.
- Awareness of health and safety considerations including noise exposure awareness
- Familiarity with music industry agreements drawn up by the Musicians' Union, PACT, ABO etc.
- Experience of supervising the work of others.
- Experience of stage management and event production.
- Knowledge of and an interest in contemporary music and / or contemporary culture.

Terms and Conditions

Line Manager: Head of Concerts & Production

Hours of Work: Full time position. Normal office hours are 10am to 6pm. In practice, the demands of the job will require working outside these hours, including attendance at all LS concerts and occasional weekends as necessary.

Salary: Within the range of £22,000 - £24,000 pa. depending on experience.

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)

Notice period: 8 weeks in writing

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 21 October 2019**

Interviews likely to take place on **Tuesday 29th and Wednesday 30th October 2019**

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.