



Job Summary: Classical Ensembles Manager

The National Youth Orchestras of Scotland (NYOS) is seeking to appoint a full-time Classical Ensembles Manager to join the busy NYOS Office in Glasgow.

Job Title: Classical Ensembles Manager

Background:

For over 40 years NYOS has delivered high-quality music education opportunities for young people throughout Scotland. From its outreach education programme in communities across the country to its core Pathway of jazz and orchestral training, through to CPD training for young pre-professionals, NYOS is committed to supporting the development of young, skilled musicians and seeks to make these opportunities accessible to all.

The Head Office, in Glasgow, is responsible for managing all NYOS activities.

Role:

This is an exciting role for an enthusiastic arts manager to work as part of the Ensembles Team in the planning and operations of NYOS orchestral ensembles, including residential courses and concerts along with a variety of other projects. It is an ideal post for someone wishing to develop their skills as an orchestra manager.

You will have particular responsibility for managing the Junior Orchestra, the first step for a young musician on the NYOS pathway; and the outstanding Senior Orchestra, the ensemble that plays a key role as the bridge to our flagship Symphony Orchestra by setting the highest standard for teenagers passionate about orchestral playing.

Reports to:

The Head of Ensembles and the Chief Executive & Artistic Director.

Terms:

Normal hours of work are 0900 to 1700 Monday to Friday with 1-hour lunch break. Evening, weekend and public holiday working hours will be required to fulfil duties and you will be required to be in residence for residential courses and tours. Extra working hours are not paid but reasonable time off in lieu can be taken at times approved by the Chief Executive. This post has a generous holiday allowance and good terms.

Salary: £25,000 per annum.

Main Duties will include:

- Managing the NYOS Junior and Senior Orchestras
- Liaising with conductors, soloists and their representatives regarding logistics related to their work with NYOS
- Contracting the course tutors and the pastoral team, liaising with them directly regarding logistics of their involvement
- Liaising with performance and residential venues
- Managing 1 or more of the NYOS pre-professional ensembles on a project-by-project basis, as directed by the Head of Ensembles
- Instrument hire, music hire, and other related library tasks
- Working as part of the Ensembles Team on the planning and running of all NYOS ensembles
- Carrying out general administration linked with the ensembles.

Experience required for this position includes:***Essential***

- Good organisational and administration skills
- A high standard of verbal and written communication skills and attention to detail
- Competent IT skills including management and operation of databases
- Demonstrable ability to plan and prioritise own workload with minimum supervision
- A high level of interpersonal skills
- A background in music
- A demonstrable passion for youth music and a clear commitment to the cause

Desirable

- Previous experience in a similar role
- Previous experience in the following areas: project budgeting, orchestral touring, music hire/distribution and other library tasks, and instrument hire

Application procedure

To apply please send a curriculum vitae with a covering letter including the names and contact details of two referees (marked Private & Confidential) to:

Nicolas Žekulin
National Youth Orchestras of Scotland
13 Somerset Place, Glasgow, G3 7JT
NicolasZekulin@nyos.co.uk

The deadline to apply is 12 noon on Wednesday 18 December 2019, and interviews will take place on Wednesday 8 January 2020 at the NYOS Office.

Further details are available on the NYOS website www.nyos.co.uk

The National Youth Orchestras of Scotland is committed to a Policy of Equality of Opportunity which respects the identity, rights and value of each individual and welcomes applications from all sections of the community. NYOS is positively committed to oppose all direct and indirect discrimination in the organisation, irrespective of race, religion, creed, colour, national and ethnic origin, political beliefs, gender, sexual orientation, age, disability, including mental illness, HIV status, marital status, responsibility for dependants, geographical area, social class, income level or criminal record.