

HALLÉ

EDUCATION ADMINISTRATOR

(PART-TIME, 3 DAYS PER WEEK, PERMANENT) £13,500 PER ANNUM (£22,500 FTE)

Recruitment information pack



CONTACT DETAILS FOR THIS APPLICATION

Linzi Watts, Personal Assistant and Office Manager • Email: linzi.watts@halle.co.uk

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1. BACKGROUND

the most articulate, consistently beautiful playing of any full-time orchestra in recent years.

THE SPECTATOR

Concerts like this renew one's faith in the ability of British orchestras not just to survive but to flourish, startle and exhilarate

THE TIMES

Innovation has been central to the Hallé since its foundation in 1858 by Sir Charles Hallé, a true pioneer. His fundamental belief that music should be for everyone remains central to the orchestra's vision today, yet the Hallé is much more than just a world-leading symphony orchestra. Its collective spirit can be felt in the variety of communities it embraces, the diversity of the ensembles it nurtures and the array of different concerts it offers.



Since Hallé's death in 1895, his ground-breaking work has been continued by other musical legends: Hans Richter, Hamilton Harty, John Barbirolli and most recently Sir Mark Elder, who stepped down as Music Director at the end of last season after almost a quarter of a century at the helm. Now, as Sir Mark assumes the mantle of Conductor Emeritus, the baton passes to Kahchun Wong to open a new chapter in the Hallé's history as Principal Conductor and Artistic Advisor.

At the heart of the Hallé are its players, led by their dynamic Leader, Roberto Ruisi. Hailing from over 14 different countries, they are extraordinary, multi-skilled individuals in their own right - soloists, chamber musicians, educators and more - who, when united in concert, create the unique and world-famous Hallé sound.

Originally based in Manchester's Free Trade Hall, the Hallé has been resident at the specially built Bridgewater Hall, one of the world's great concert venues, since it was opened in 1996.



Hallé St Peter's opened in the resurgent area of Ancoats in 2013 and now includes the triple RIBA Award-winning Oglesby Centre. It provides a home for the Hallé to rehearse, record and perform, as well as a base for Hallé Connect, the banner that unites all the Hallé's varied schools and community work.

The Hallé performs to over 100,000 people annually at The Bridgewater Hall and this season its expanded offering includes hour-long immersive Rush Hour concerts, specially devised family performances and a series of unique collaborations with celebrated artists from other genres in 'The Hallé Presents ...'. Hallé St Peter's hosts a series of relaxed concerts and an incredibly popular lunchtime Chamber Series that frequently attracts capacity audiences.

One of the biggest initiatives of its kind in the world, Hallé Connect's education and outreach projects inspire and engage more than 76,000 people a year, bringing music in its broadest sense to many who have never before visited

a concert hall. The ever-expanding family of ensembles welcomes over 700 people, aged eight and upwards, through its doors each week.

In addition, the Hallé holds residencies in major cities across the North West, performs regularly at prestigious international festivals, such as Edinburgh and the BBC Proms, and tours overseas, reaching another 70,000 listeners, both here and abroad. Encouraged by an enhanced social media presence, the Hallé has seen a dramatic increase in younger audiences, as well as the launch of its own record label, filmed concerts released online, expanded repertoire with brand-new commissions and numerous awards, including a 2022 South Bank Sky Arts Award and a 2024 RPS Award for Manchester Classical.



1.1 THE ORCHESTRA

The players in the Hallé are among the finest in the world and have come from 14 countries all over the world to work in Manchester. Many teach at the Royal Northern College of Music and Chetham's School of Music and other UK wide specialist Conservatoires and schools, playing and teaching in the wider community. All are involved in the Hallé's concerts in the UK and overseas and are central to our huge community and outreach programme.

The Orchestra has 80 permanent posts (with some players employed on part time contracts) and gives around 140 concerts and events each year

Further information about the Orchestra and its performances is available at www.halle.co.uk



1.2 EQUITY, DIVERSITY INCLUSION AND BELONGING

The Hallé Concerts Society is embedded in its city and aims to reflect the great diversity of Greater Manchester in all areas of its work: musicians, staff, Board participants and audiences.

Our ambition is to ensure that all employees and job applicants are given equal opportunity and that our organisation is representative of all sections of society. Each employee will be respected and valued and able to give their best as a result. We're committed to providing equality and fairness to all in our employment and not provide less favourable facilities or treatment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, ethnic origin, colour, nationality, national origin, religion or belief, or sex and sexual orientation. We are opposed to all forms of unlawful and unfair discrimination. All employees, no matter whether they are part-time, full-time, or temporary, will be treated fairly and with respect.

But simply having a diverse workforce is not enough. We want to build an inclusive environment, where everyone can develop to their full potential. We celebrate our differences, and recognise the importance of teams reflecting the activities and communities they serve.



2. THE ROLE

2.1 JOB OVERVIEW

The Education Administrator is responsible to the Education and Outreach Manager of the Hallé Concerts Society for the day-to-day practical administration of Hallé Connect activities, and in particular our work with schools.

Hallé Connect covers all of the Hallé's work away from the formal concert platform, working across the whole community from schools to care homes, nurturing young talent and bringing music in its broadest terms to those who may not attend the concert hall. Hallé musicians work in various settings across Greater Manchester and beyond, releasing creativity and raising aspirations through very accessible and practical projects.

The post is part-time permanent (60% FTE).



2.2 MAIN DUTIES AND RESPONSIBILITIES:

- Provide practical administration for Hallé Education projects under the Hallé Connect banner. These include:
 - Concerts for schools, including Key Stage 1 concerts, Hallé for Youth, Come and Play with the Hallé, GCSE and A Level Setworks concerts;
 - In-school projects, including Adopt-a-Player, Meet-a-Musician, Hallé for Youth Schools' project, Creative Music Workshops and Assemblies;
 - Early Years projects, including Hallé Magic and Storytime;
 - Professional Experience Schemes for wind and brass undergraduate students; and
 - Advanced Orchestral String Programme for postgraduate students.
- Work with the Hallé Concerts Department and The Bridgewater Hall Box Office to set up and monitor the delivery of schools' concerts.
- Create schedules for Education projects, liaising with partner organisations as appropriate.
- Book musicians, choral leaders and equipment as required for Education project delivery.
- Day-to-day project budget responsibility in liaison with the Education and Outreach Manager, including completion of necessary payment processes such as purchase orders, invoices, and the project diary for reporting and payroll purposes.
- Maintain the Schools' Database and assist with mailings and email marketing as needed.
- Proof-read, format, print and assemble project packs for schools.
- Maintain the Connect diary.
- Attend and support projects as required.
- Organise and maintain project evaluations and produce statistics on activities for reports.

General

- Assist with the maintenance of DBS and registered chaperone databases of staff and volunteers for Safeguarding purposes.
- Photograph and film activities for reports and social media.
- Assist with updating the Hallé Connect section of the Hallé website.
- Support with general Hallé Connect enquiries.
- Assist the Hallé Connect Team with other duties as and when required.

2.3 PERSON SPECIFICATION

ESSENTIAL SKILLS AND ABILITIES

- Outstanding proven organisational skills and administrative capability
- Exceptional communication skills, both written and verbal
- IT-literacy (word processing, internet, spreadsheets and database management)
- Ability to work quickly and efficiently with a keen eye for detail
- Calm and capable personality
- Energetic, enthusiastic and hardworking
- Self-starting, with an organised and positive approach
- Ability to work both autonomously and as part of a team
- A genuine interest in orchestral music
- Flexible, and willing to work unusual hours

DESIRABLE SKILLS AND EXPERIENCE

- Knowledge of orchestral and choral music to degree level or equivalent
- Knowledge or experience of music education and orchestral outreach programmes
- Experience or knowledge of working with schools
- Experience of playing in instrumental ensembles and / or singing in choirs
- Ability to use music notation software e.g. Sibelius
- Interest in technology e.g. sound recording, cameras etc.

The post holder must be able to satisfy a Disclosure and Barring Service check for working with children, young people and vulnerable adults.



3. CONDITIONS AND BENEFITS OF THE POST

SALARY

£13,500 per annum (£22,500 FTE).

HOLIDAYS

The annual holiday allowance for full-time employees is 25 days plus public holidays, increasing by an additional day for each 3 years of service up to a maximum of an additional 10 days. The pro-rata holiday allowance for this post will be 60% FTE.

PENSION

The Hallé offers an excellent contributory pension scheme with an employer contribution of 5.75% and generous health insurance and life assurance policies.

OTHER BENEFITS

- Complimentary tickets to Hallé concerts
- Support for physiotherapy treatment
- Cycle to Work scheme
- Employee Assistance Programme, providing advice and support to employees and their families

HOURS

The post is part-time (60%) permanent based on a 36.25-hour full-time week. Our core office hours are 09.00-17:15, from Monday to Friday and the post will require a degree of flexibility to working unusual hours to facilitate activities, including weekly rehearsals on Wednesday evenings and some evening / weekend work. There is an option to work up to 50% of hours from home.

PROBATIONAL PERIOD AND PERIOD OF NOTICE

The first three months of employment will be a probationary period during which the employment may be terminated by either party on giving the other notice of one week. Thereafter notice is three months on either side.

REFERENCES

The appointment is subject to the receipt of satisfactory references.

RIGHT TO WORK

The post is contingent upon the candidate providing satisfactory evidence of an entitlement to work in the UK. Generally, this means showing a British passport, a passport from a country within the European Economic Area (EEA), or a passport from a non-EEA country, which gives the right to work in the UK. If you cannot provide one of these passports, we will need to see one or more additional documents (dependent on your circumstances).

4. THE SELECTION PROCESS

The administrative arrangements in respect of this appointment are being undertaken by Linzi Watts, to whom completed applications should be returned by 12 noon on **Monday 2 December**.

First interviews will be held on **Friday 13 December**.

FURTHER INFORMATION

For further information or to clarify any points relating to this appointment, please contact Linzi Watts (contact details at the beginning of the pack).

5. HOW TO APPLY

Download the application form and Equal Opportunities form from our website, www.halle.co.uk

Complete and submit them via email: linzi.watts@halle.co.uk

6. ADVERTISEMENT COPY

HALLÉ CONCERTS SOCIETY

Education Administrator (part time, permanent: 3 days – 21.75hrs)

£13,500 per annum (£22,500 FTE)

We are seeking to appoint an Education Administrator to join our Hallé Connect Team. The Education Administrator reports to the Education and Outreach Manager of the Hallé Concerts Society and is responsible for the day-to-day practical administration of Hallé Connect activities, and in particular our work with schools. This role requires an efficient and organised administrator with a passion for bringing music into the daily lives of children and young people.

The Education and Outreach team sits within the Hallé Connect team. Hallé Connect covers all of the Hallé's work away from the formal concert platform, working across the whole community from schools to care homes, nurturing young talent and bringing music in its broadest terms to those who may not attend the concert hall. Hallé musicians work in various settings across Greater Manchester and beyond, releasing creativity and raising aspirations through very accessible and practical projects.

The post is part-time (60%) permanent based on a 36.25-hour full-time week. Our core office hours are 09.00-17.15, from Monday to Friday and the post will require a degree of flexibility to working unusual hours to facilitate activities, including weekly rehearsals on Wednesday evenings and some evening / weekend work. There is an option to work up to 50% of hours from home.

The Hallé takes equality, diversity and inclusion very seriously and welcomes applications from everyone. But simply having a diverse workforce is not enough. We want to build an inclusive environment, where everyone can develop to their full potential. We celebrate our differences, and recognise the importance of teams reflecting the activities and communities they serve. We operate an Equal Opportunities Recruitment Policy and welcome applications from all sections of the community. We would particularly welcome applications from applicants who identify as disabled, D/deaf, and/or neurodivergent who can bring their own lived experience to this role. The Hallé will provide support to ensure that you feel comfortable stepping into the organisation, the type of which may be new or unfamiliar to you, so that you can feel your best self at work. Mentoring or training will be provided during the induction period, if required.

For more information about this role, including a full job description and how to apply, please visit our website.

The closing date for applications is **12 noon on Monday 2 December 2024**

Interviews will be held on **Friday 13 December**.

APPENDIX A

HALLÉ CONCERTS SOCIETY ORGANISATIONAL CHART

CHIEF EXECUTIVE

Personal Assistant and Office Manager

All Director posts (bold) are members of the Senior Management Team and report directly to the Chief Executive

HEAD OF ARTISTIC PLANNING ^(P/T)

- Senior Artistic Planning Manager [Deputy]
- Artistic Planning Manager (Residencies) ^(P/T)
- Artistic Planning Manager (Pops) ^(P/T)

FINANCE DIRECTOR

- Finance Manager
 - Assistant Finance Manager
 - Finance Assistant

HEAD OF HALLÉ CONNECT

- Education and Outreach Manager
 - Community Outreach Administrator
 - Education Administrator
 - Connect Administrator
- Ensembles Manager
 - Youth Ensembles Administrator
 - Choral Administrator ^(P/T)

COMMUNICATIONS AND DIGITAL DIRECTOR

- Head of Brand & Design [Deputy] ^(P/T)
- Digital Manager
 - Digital Content Producer
- Marketing & PR Manager ^(P/T)
 - Communications and Digital Assistant
- Publications Manager ^(P/T)
- Marketing Officer

HEAD OF CONCERTS

- Concerts Manager
 - Concerts Administrator/PA to Music Director
- Librarian ^(P/T)
 - Assistant Librarian
- Orchestra Manager
 - Assistant Orchestra Manager
 - Transport and Stage Manager
 - Assistant Stage Manager

VENUES DIRECTOR

- Venues Operations Manager
 - Venues Operations Officer
 - Venues Operations Officer
 - Venues Housekeeper ^(P/T)
- Venues Sales and Events Manager

DEVELOPMENT DIRECTOR

- Individual Giving & Legacy Manager, Archivist [Deputy]
 - HLF Archivist ^{(P/T) (F/T)}
 - Halle St Peter's Community Producer ^{(P/T) (F/T)}
 - HLF Project Manager ^{(P/T) (F/T)}
- Corporate Partnerships and Major Trusts Manager ^(P/T)
 - Development Officer
 - Development Assistant (Trusts and Foundations)

(P/T) Part time • (F/T) Fixed term