**1. Job Details:**

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| **Job Title:** | **Orchestra Manager** | **Reports to:** | Deputy Executive Director |

**2. Job Purpose:**

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| The primary person responsible for managing the daily functions of the QPO Operations department. To manage multiple teams and the entire group of musicians, ensuring consistency and efficiency of the department. |

**3. Job Dimensions:** Key facts and figures which give an indication of the scope and scale of the job.

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| **Accountability for annual operating budget / project budget / sales revenue** | | | | | | |
| Nature of financial accountability:  **Prime** | | | Magnitude of financial accountability:  n/a | | | |
| **# staff supervised:** |  | **# direct reports:** | |  | **# contractors/others:** |  |

**4. Key Result Areas:**

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| Key RESULT AREAS |
| * To develop and implement artistic and production strategies to enhance the overall orchestra of the QPO. * To produce the budget plan for production activities, including technical costs such as lighting, sound, video, logistics and calculating labor needs for all services, monitor expenditures. * Plan and implement all activities surrounding the auditions of musicians * Sourcing world class musicians as substitutes to ensure the smooth operational running of the orchestra. * Create approaches to operations to make effective cost-cutting schemes. * Liaise between venue management and Executive Management on a strategic level to implement current and future venue operations. * Responsible for local and international tours, including travel, accommodation, and visa arrangements, conduct site visits for tours; planning out venues, hotels and logistics. * Determine production needs for all facilities of the orchestra; including technical equipment, supervising technical staff, logistics, instruments and recommend equipment purchases. * Managing the musicians in all related business and be aware of the concerns and needs of the orchestra members and the Executive Management and the orchestra committee. * To be up to date with all international developments with regards to orchestral working conditions, to pass on developments to Executive Management for review and implementation into the QPO system. * Coordinate the delivery of goods and hiring of extra technical and operational personnel as needed. * Planning and prepare technical riders for all projects in their entirety. * Ensure compliance with organizational policies, regulations, and contractual obligations. |

**5. Operating Environment, Framework & Boundaries:**

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| * Work is performed in a variety of office settings and performance venue settings, having exposure to hazards * Movement between Operational and Administrative offices and venues frequently. * Required to travel internationally to locations based on operational needs. * Working outside of office hours and weekend work is necessary. |

**6. Communications and Working Relationships:**

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| * Executive Management – To report on the status of Orchestra and for assignments and guidance on carrying out assigned tasks * QPO Administration – frequently for activities related to HR, IT, Finance, and Facilities. * Musicians - Responsible for dealing with any major issues that arise. * Conductors and guest artists – daily as focal point * Venue Management and production crew – frequently as per operational needs * Agencies – frequently for hiring guest musicians. |

**7. Problem Solving & Complexity:**

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| * HR will complete |

**8. Decision-Making Authority & Responsibility:**

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| * HR will complete |

**9. Minimum Knowledge, Skills & Experience:**

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| **Education/Experience:**   * Bachelor’s degree from an accredited University. * Minimum of 5-10 years of experience in Orchestra Operations, equivalent education will be considered. * Thorough understanding of orchestral knowledge. * Strong experience in international tours and global venues. * Knowledge of local legal issues would be major advantage/required (contracts/working conditions) * Orchestra oriented with ability to propose strategies and plans to Executive Management. * Knowledge of strategic business planning and operations. * Team building and capable of interfacing at a variety of management levels. * Strong interpersonal, proficiency in verbal as well as written skills in English and knowledge of Arabic is an asset, in a multi-cultural environment. * Proficiency in Microsoft Word, Excel, PowerPoint, and Outlook and basic HTML. * Proficiency in Orchestra Management system OPAS is a plus. |