



ORCHESTRA MANAGER

Candidate Pack



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Your journey starts here...



CAFÉ

“Inspiration is an
awakening”

Giacomo Puccini

English National Opera is a charitable company limited by guarantee incorporated in England and Wales (Company number 00426792). Charity Registered Number 257210

VINS & LIQ





English National Opera exists for everyone, creating new experiences with opera that inspires, nurtures creativity and makes a difference. Our vision is for lives changed through opera.

We take a fresh inspiring approach to opera to reflect the diversity of our culture.

We believe that opera is a living art form able to connect to people from all parts of our society. We collaborate with a range of artists and art forms as part of our commitment to the future of the art form. We sing in English, as we believe it enhances the emotional connection between performers and audiences.

We encourage creativity throughout the company and our commitment to the future of opera provides a platform to develop outstanding careers.



We are a world-class national company recognised internationally for the standard of our work. We nurture talent across the entire company including a platform for young singers to start and then develop global careers.

We connect to audiences through inspiring, accessible, world-class opera and stimulating, creative participation programmes.

We create our productions for the widest possible audiences and aim to introduce completely new audiences to the magic of opera whether at the London Coliseum, outside of our theatrical home or internationally.

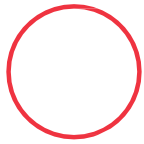
We make our productions accessible by offering a large proportion of tickets at affordable prices, and through our attendance schemes.



We work with a wide range of visiting companies to generate essential revenue and welcome new audiences to share the experience of our theatre.

English National Opera is founded on the belief that opera of the highest quality should be accessible to anyone.

ENO ORCHESTRA MANAGER



As a member of the Music Department, the Orchestra Manager reports to the Director of the Music Department and is responsible for administratively managing all aspects of the Orchestra for their work with the ENO. We are looking for an enthusiastic, well-organised and motivated Orchestra Manager to join the Music Department at ENO.

Reports to: Director of the Music Department.

Salary: up to £45,000 dependent on experience.

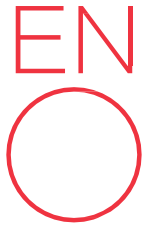
Holiday: 25 days + 8 Bank Holidays.

Contract Type: Full Time, 35 hours per week. Evenings and weekends as necessary.

To Apply: Please send your CV with a covering letter detailing your interest and suitability for the post to workwithus@eno.org Please also submit our anonymous [Equality and Diversity Monitoring Form](#).

Closing Date: Wednesday 24th July at 17.00.

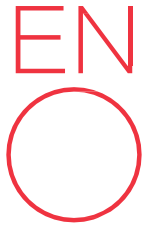
Interview Dates: First Round - 1st and 2nd August.
Second Round - week commencing 5th August.



ORCHESTRA MANAGER

Key Accountabilities:

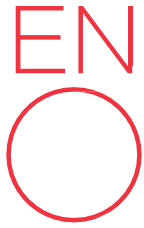
- Line manage, support, motivate and foster good working relationships with all members of the Orchestra, including the Assistant Orchestra Manager (AOM).
- Engage all extra and deputy players and trialists as necessary to ensure that the orchestra is appropriately staffed at all times.
- Ensure that all orchestra sessions run efficiently and effectively, whilst providing (along with the AOM) a management presence at all orchestra sessions.
- Manage all player NA requests in conjunction with the Music Director / Director of the Music Department (DirMD).
- Project manage a range of activities, including concerts, recordings, chamber work and special projects as requested by the DirMD.
- Work closely with the development team to arrange musicians for events throughout the season.
- Work closely with the Engage team to continue the development of opportunities for Orchestra members in our Learning, Participation and Outreach work.
- Working across the company to ensure all production requirements are met involving the orchestra.
- Manage and maintain OPAS, the Orchestra planning software.
- Foster strong on the ground working relationships with partners, venues and artists at all events.
- Ensure that all attendance records are kept up to date.
- Support the DirMD in delivering the long term strategic goals for the performing forces within ENO.
- Prepare and manage the production of the orchestra 4 weekly schedule and rota, including balancing the workload of the musicians across each section, throughout the season.



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Key Accountabilities (cont):

- Create rehearsal schedules and personnel lists for individual projects and operas ensuring all information is accurate.
- Maintain and rejuvenate the extras list in conjunction with the Orchestra's Principals ensuring they are inclusive.
- Monitor the Orchestral budgets for extras and deputies, external rehearsal venues, instrument hire and production costs as set by the DirMD, to ensure the effective use of resources.
- Operate 4-weekly and monthly pay processes for both the contracted and freelance Musicians.
- Manage all aspects of the orchestral recruitment process in close consultation with the DirMD.
- Establish effective working relationships with all visiting conductors.
- In collaboration with the DirMD ensure the orchestra agreement and orchestra freelance agreement are kept up to date, involving discussion and negotiation with the Musicians' Union.
- In conjunction with the AOM manage all health and safety for the Orchestra, ensuring risk assessments are produced for all sessions.
- Together with the AOM run and manage the ENO RCM Evolve scheme.
- As a member of the wider management group attend regular meetings.
- Carry out any other related duties as required.



ORCHESTRA MANAGER

Person Specification

Essential:

- Organised and excellent attention to detail.
- Experience in personnel management and orchestral fixing.
- Good working knowledge of instrumentation and orchestrations.
- Strong communication and interpersonal skills.
- Ability to prioritise, use initiative and manage own time.
- Work as part of a team.
- Good Microsoft Office knowledge and ability to embrace new IT systems.
- Knowledge and enthusiasm for opera, classical music and the arts.
- Ability to work regular evenings and weekends.
- Ability to work calmly and efficiently under pressure.
- Commitment to advancing diversity in classical music/ the arts and creating an inclusive work environment.

Desirable:

- Knowledge of OPAS.
- Confident working knowledge of MU agreements.
- General knowledge of operatic/classical music repertoire.

Why work at ENO?

When you join us at ENO, we'll provide you with an in-depth induction that will introduce you to your role, your department and give you the opportunity to explore all areas of the company.

"My most enjoyable thing about working at ENO is working with a supportive, fun and energetic team"

"The variety of what we do is amazing, from drinks receptions and garden parties, to opportunities to see performances from Stage Prompt or the Flys - every day is different and exciting!"

"The most enjoyable thing about working in the Development team at ENO is being able to collaborate with everyone in the organisation - Marketing & Comms and Baylis, as well as the teams at the Coliseum so there is a great sense of community within the company"

From our third annual staff survey in May 2021, we found that:

92% of people at ENO feel pride in the work they do and the results achieved

81% of people plan to be working at ENO in three years from now

90% of people know how their work contributes to ENO's future

Whole Company Staff Benefits

At ENO, we believe our staff are our strongest asset, and we offer support beyond your salary. We will also invest not only in your professional development, but also in your wellbeing.

Our current staff benefits include:

Professional Development

- Annual Professional Development Review to support your personal and career ambitions and achievements

ENO and London Coliseum Performances

- Access to complimentary tickets for ENO and selected London Coliseum performances
- Access to a staff rate for ENO performances
- Complimentary tickets to talks, recitals and behind-the-scenes events

Staff Well-Being Activities

- Generous annual leave entitlement
- Access to subsidised activities such as massage and yoga
- Access to an employee assistance programme

Financial Support

- Employer pension contribution of 3%, with employee contribution of 5%
- Digital payslips accessible through mobile apps
- Staff canteen at the London Coliseum
- Employee discount programme through Perks at Work
- Interest-free travel season ticket loans
- Cycle-to-work scheme
- Eye care vouchers

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**“Imagination
creates reality”**

Richard Wagner





Confidentiality

Confidentiality is so important in this role and our policy is strict. All information concerning staff, patrons and other ENO business, the disclosure of which could be detrimental to the company, must be held in the strictest confidence and may not be divulged to any unauthorised person at any time.

Data Protection

Data Protection and adherence to GDPR is equally important. We therefore require that computer information should only be accessed if this has been authorised and is necessary as part of the postholder's work. You will need to be aware of the GDPR 8 key principals, and the Computer Misuse Act 1990.

Health and Safety

Health and Safety is so important at ENO and we would expect that the postholder will be happy to undertake personal responsibility for safety as will be outlined in the ENO safety policy and the Health and Safety at Work Act 1974.

Equal Opportunities

Equal Opportunities is a given. We will expect the postholder to abide by ENO's policies on Equal Opportunities and Dignity at Work.

Code of Conduct

Code of Conduct is sometimes assumed, but at ENO we will require the postholder to act in accordance with ENO's Code of Conduct whereby everyone shall be treated in a professional and courteous manner with full regard to the avoidance of discrimination, consistent with current equal opportunities employment legislation.

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Joseph Haydn

"Father, forgive them, for they do not know what they do." (Luke 23:34)
"Truly, I say to you, today you will be with me in paradise." (Luke 23:43)
"Woman, behold your son. Son, behold your mother." (John 19:26-27)
"My God, My God, why have you forsaken me?" (Matthew 27:46 & Mark 15:34)
"I thirst." (John 19:28)
"It is finished." (John 19:30)
"Father, into your hands I commit my spirit." (Luke 23:46)



Supported using public funding by
**ARTS COUNCIL
ENGLAND**

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