

HALLÉ

ORCHESTRA PERSONNEL MANAGER

FULL-TIME PERMANENT

Recruitment information pack



CONTACT DETAILS FOR THIS APPLICATION

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

CONTENTS

1.	BACKGROUND.....	3
	1.1 The Orchestra.....	5
	1.2 Equity, Diversity Inclusion and Belonging.....	5
2.	THE ROLE.....	6
	2.1 Job overview	6
	2.2 Key responsibilities	6
	2.3 Person specification	7
3.	CONDITIONS AND BENEFITS OF THE POST	8
4.	THE SELECTION PROCESS.....	8
5.	HOW TO APPLY	8
6.	ADVERTISEMENT COPY.....	9
	APPENDIX A: ORGANISATIONAL CHART.....	10

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-beating 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 1858, Sir Charles Hallé's ground-breaking work has been continued by other musical legends: Hans Richter, Hamilton Harty, John Barbirolli and Sir Mark Elder. The 2023-2024 season was Sir Mark's final one as Music Director and he stepped aside after almost a quarter of a century at the helm. From the 2024-2025 season, Sir Mark has taken the role of Conductor Emeritus and passed the baton to Kahchun Wong, who opens a new chapter for the Hallé as Principal Conductor and Artistic Advisor.

At the heart of the Hallé are its players, led by their dynamic Leaders, Roberto Ruisi and Emily Davis. 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 and ensembles.

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

This is an exciting opportunity to join the Hallé working in a central role responsible for all fixing, overseeing orchestra recruitment and sharing out rehearsal and concert duties in Manchester and beyond.

The Orchestra Personnel Manager will work closely with our Musicians, Concerts Director and Orchestra Manager together with Concerts and Platform teams to ensure the successful delivery of all our orchestral activity.



2.2 KEY RESPONSIBILITIES

The Key Tasks of the role are:

- Responsible for all freelance musician bookings. This will include all vacancies, musicians required above orchestration and managing orchestra members release requests.
- Keeping an up-to-date and accurate database of all extras and deputies engaged by the Hallé. Ensure new starter information is collected as applicable.
- Send all freelance musicians' contracts, supported by the Orchestra Manager
- Be the first point of contact for all employed orchestra musicians as well as freelance musicians.
- Overseeing player rotas, sitting up and orchestra seating for each patch of work
- In collaboration with the orchestra manager, monitoring and calculating work commitments for the orchestra to help publish orchestra working commitments in line with the quarterly orchestra itineraries
- Manage all aspects of recruitment process with support from the Concerts Director, such as, producing the advert, overseeing shortlisting, running auditions, overseeing panel meetings, booking trialists and ensuring a smooth and transparent recruitment process in line with company guidelines.
- Together with the Orchestra Manager share the duty management of all rehearsals, concerts, recordings in Manchester, UK and abroad, being an ambassador for the Halle whilst on duty.
- Together with the Orchestra Manager keep accurate record keeping of timings and attendance at concerts, recordings and rehearsals; instrument hire; accommodation booking and visa letters for trialists and freelancers coming from abroad as required
- Have knowledge and input in the department budgets in close collaboration with the Concerts Director and Orchestra Manager
- Any other duties as reasonably requested by the Concerts Director.

2.3 PERSON SPECIFICATION

ESSENTIAL SKILLS AND ABILITIES

- Excellent interpersonal and communication skills, both written and verbal.
- A passion for orchestras and live music making, working with a wide range of artists
- Ability to develop and maintain strong relationships with musicians and other colleagues as well as external stakeholders.
- Previous experience in orchestra fixing or equivalent
- Excellent organisational skills with a strong attention to detail
- Knowledge of Classical and Symphonic music to degree level or equivalent.
- Able to prioritise, handling multiple tasks and working in a fast-paced environment.
- Strong IT skills - proficient in the use of Excel and Word.

DESIRABLE SKILLS AND EXPERIENCE

- Knowledge of orchestral database systems, particularly OPAS
- Trained in first aid



3. CONDITIONS AND BENEFITS OF THE POST SALARY

The salary for this post will be **£35,000** per annum.

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.

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 full-time permanent based on a 36.25 hour week to be worked flexibly and often outside of our core office hours (which are 09.00-17:15, Monday to Friday). There is the option of some home working (for further details, please request a copy of our flexible and hybrid working policies). Rehearsals, concert performances and events will often be outside core office hours.

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 3rd March 2025**. First interviews will be held on **Friday 7th March 2025**.

FURTHER INFORMATION

For further information or to clarify any points relating to this appointment, please contact Linzi Watts (linzi.watts@halle.co.uk).

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

Orchestra Personnel Manager (Full-Time permanent)

£35,000 per annum

We are seeking to appoint a Orchestra Personnel Manager.

This is an exciting opportunity to join the Hallé working in a central role responsible for all fixing, overseeing orchestra recruitment and sharing out rehearsal and concert duties in Manchester and beyond.

The Orchestra Personnel Manager will work closely with our Musicians, Concerts Director and Orchestra Manager together with Concerts and Platform teams to ensure the successful delivery of all our orchestral activity.

The post is full-time permanent based on a 36.25 hour week to be worked flexibly and often outside of our core office hours (which are 09.00-17:15, Monday to Friday). The role will be predominantly based at The Bridgewater Hall and at Hallé St Peter's and Hallé at St. Michael's in Ancoats with the option of some home working (for further details, please request a copy of our flexible and hybrid working policies). Rehearsals, concert performances and events will often be outside core office hours.

The Hallé takes equity, diversity, inclusion and belonging 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 3rd March 2025**

First interviews will be held on **Friday 7th March 2025**

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

ARTISTIC PLANNING DIRECTOR ^(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
- HR Manager

HALLÉ CONNECT DIRECTOR

- Education and Outreach Manager [Deputy]
 - Community Outreach Administrator
 - Connect Administrator
 - Education Administrator ^(P/T)
- Ensembles Manager [Deputy]
 - 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

CONCERTS DIRECTOR

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