

# HALLÉ

## CONCERTS ADMINISTRATOR

(FULL-TIME PERMANENT)

Recruitment information pack



# CONTACT DETAILS FOR THIS APPLICATION

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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 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](http://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.

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.

## 2. THE ROLE

### 2.1 JOB OVERVIEW

*Reporting to the Concerts Manager, the Concerts Administrator is the key liaison for all visiting artists, including our Principal Conductor & Artistic Advisor (Kahchun Wong). The role is responsible for the immediate administrative tasks required by the Concerts department ensuring the successful delivery for all orchestral activity. A non-exhaustive list of such tasks is included in the job description below.*

### MAIN DUTIES AND RESPONSIBILITIES:

#### **Concert and Project Logistics**

- Producing orchestra schedules in collaboration with the Concerts team, distributing to the orchestra and undertaking the detailed arrangements flowing from them.
- Producing technical requirements in collaboration with the Stage and Platform team for orchestral activity at the Bridgewater Hall and external venues across the UK and internationally, and liaising with the staff at these venues.
  - Organising the hire of additional technical equipment to fit the specific requirements for concerts and projects (e.g. surtitles, specialised sound equipment).
- Support the Concert Manager in the organisation and running of the Pre-Concert Talk series, as well as the post-concert music for Rush Hour concerts.
- Administrative matters relating to the running of the Concerts Department including:
  - Orchestra travel and accommodation for UK and international tours. Including all coach and hotel bookings for the orchestra for out of town venues.
  - Hire of instruments from external sources, and hire of Hallé-owned instruments to external organisations. Liaising with Concerts Manager on applicable budgets.
  - Sourcing and booking external rehearsal venues as required, as advised by the Concerts Manager and Artistic Planning department
  - Administering the Society's insurance policies, including instruments owned by both the Hallé and the musicians, annual renewals and claims. Supported by the Assistant Orchestra Manager.

#### **Principal, Resident and Visiting Artists Liaison**

- Work with the Concerts Manager on all administrative matters relating to the engaging of external artists, including contracts and schedules.
- Create personalised itineraries for all artists and liaise with appropriate artist management.
- Produce artist details document to share with Concerts and Artistic Planning departments.
- Make detailed arrangements for artists such as travel and hotel booking where appropriate.
- Key contact for both internal and external stakeholders for artist's schedules.





## General

- Work with the Concerts Manager to feed into orchestra activity budgets, particularly for travel and accommodation costs.
- Taking minutes for the Concerts meetings with the Orchestra Players Committee and other meetings as needed.
- Financial Administration
  - Responsible for spending on the Concerts Department credit card.
  - Oversight of purchase orders.
- Maintenance of filing systems for the Concert Department.
- Liaising with the Hallé's partner Doctor to organise clinics for Hallé Orchestra members and admin staff.
- Maintenance of the Concerts Department ticket list.
- Attending concerts and/or pre and post-concert activities as required by the Concerts Manager
- Any other task reasonably requested by the Concerts Manager.

## 2.3 PERSON SPECIFICATION

### ESSENTIAL SKILLS AND ABILITIES

- Excellent communication skills, both written and verbal, including the use of appropriate IT.
- Able to prioritise, handling multiple tasks and working in a fast-paced environment.
- Excellent organisational skills with a strong attention to detail and the ability to work independently
- Ability to adapt and work efficiently in different situations whilst comfortable taking initiative.
- Excellent team skills and willingness to work flexible hours from time to time.

### DESIRABLE

- A passion for orchestras and live music making, working with a wide range of artists
- Knowledge of Classical and Symphonic music to degree level or equivalent.
- Knowledge of orchestral database systems, particularly OPAS



### 3. CONDITIONS AND BENEFITS OF THE POST SALARY

The salary for this post will be £23,751 per annum.

#### HOLIDAYS

25 days annual leave 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. Our core office hours are 09.00-17:15, from Monday to Friday. However, this post will be required to work some evenings and weekends as requested by the Concerts Manager. Flexible hours and hybrid working is available (for further details, please request a copy of our flexible and hybrid working policies).

#### 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 one month 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

#### APPLICATION FORMS AND INTERVIEWS

The administrative arrangements in respect of this appointment are being undertaken by Linzi Watts, to whom completed applications should be returned by **9.00am on Monday 24th March 2025**. Interviews will be held on **Wednesday 26th March and/or Thursday 27th March 2025**

#### 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](http://www.halle.co.uk)

Complete and submit them via email: [linzi.watts@halle.co.uk](mailto:linzi.watts@halle.co.uk)



## 6. ADVERTISEMENT COPY

### HALLÉ CONCERTS SOCIETY

#### Concerts Administrator (Full-time permanent)

£23,751 per annum

We are recruiting for an enthusiastic and proactive individual to join our Concerts Team in the role of Concerts Administrator.

Reporting to the Concerts Manager, the Concerts Administrator is the key liaison for all visiting artists, including our Principal Conductor & Artistic Advisor (Kahchun Wong). The role is responsible for the immediate administrative tasks required by the Concerts department ensuring the successful delivery for all orchestral activity.

They will also need to work collaboratively with colleagues across the wider Hallé.

The post is full-time permanent based on a 36.25-hour week. Our core office hours are 09.00-17:15, from Monday to Friday. However this post will be required to work some evenings and weekends as requested by the Concerts Manager.

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 **9.00am on Monday 24th March 2025**

Interviews will be held on **Wednesday 26th March and/or Thursday 27th 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** <sup>(P/T)</sup>

- Senior Artistic Planning Manager [Deputy]
  - Artistic Planning Manager (Residencies) <sup>(P/T)</sup>
  - Artistic Planning Manager (Pops) <sup>(P/T)</sup>

#### **FINANCE DIRECTOR**

- Finance Manager
- Assistant Finance Manager
  - Finance Assistant
- HR Manager <sup>(P/T)</sup>

#### **HALLÉ CONNECT DIRECTOR**

- Education and Outreach Manager [Deputy]
  - Community Outreach Administrator
  - Connect Administrator
  - Education Administrator <sup>(P/T)</sup>
- Ensembles Manager [Deputy]
  - Youth Ensembles Administrator
  - Choral Administrator <sup>(P/T)</sup>

#### **DIRECTOR OF COMMUNICATIONS AND DIGITAL**

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

#### **CONCERTS DIRECTOR**

- Concerts Manager
  - Concerts Administrator
- Librarian <sup>(P/T)</sup>
  - Assistant Librarian
- Orchestra Manager
- Orchestra Personnel Manager
- Senior Stage and Transport Manager
  - Stage Manager

#### **VENUES DIRECTOR**

- Venues Operations Manager
  - Venues Operations Officer
  - Venues Operations Officer
  - Venues Housekeeper <sup>(P/T)</sup>
- Venues Sales and Events Manager

#### **DEVELOPMENT DIRECTOR**

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

(P/T) Part time • (F/T) Fixed term