

# ARTISTIC PLANNING MANAGER



*The English Concert*



We are delighted that you are considering joining The English Concert as our new Artistic Planning Manager. This exciting new role is crucial in delivering our expanding diary of performances and recordings and we believe it presents a fantastic opportunity for you to develop your career.

The English Concert is recognised as one of the world's great chamber orchestras and has been at the forefront of period instrument performance for over 40 years. We are working now to build a new future for the orchestra.

Collaborating with our Head of Artistic Planning and Chief Executive, you will play a vital role in bringing our musical productions to life, including rehearsals, performances, and recordings. You will also take a leading role in the coordination of tours, ensuring all arrangements for visas, travel, and accommodation are seamlessly arranged. Your excellent communication skills will come into play as you assist in the fixing of musicians and keep everyone informed.

Are you a highly organized individual with a keen attention to detail and an unwavering passion for music? Do you thrive in dynamic environments and possess outstanding communication skills that enable you to work seamlessly with diverse groups of people? Can you juggle multiple projects with ease, ensuring that nothing falls through the cracks? If so, we would love to hear from you!

**ALFONSO LEAL DEL OJO**  
**CHIEF EXECUTIVE**

# ABOUT THE ENGLISH CONCERT

We have been at the forefront of period instrument performance for over 40 years, gaining worldwide recognition as one of the greatest chamber orchestras.

Led by the artistic direction of Harry Bicket and principal guest Kristian Bezuidenhout, we combine precision, delicacy, and beauty with urgency, passion, and fire, which has earned us a reputation for delivering exceptional musical experiences. Our collaboration with artistic partners such as Joyce DiDonato, Dame Sarah Connolly, Iestyn Davies, Trevor Pinnock, and others helps us to shape the way we perform and bring our music to life in new and innovative ways.

We invite you to join us in our mission to share our music-making, whether through live performances, recordings, or online. As a member of our team, you will have the opportunity to contribute to this legacy and help us to build a new future for the orchestra.



# THE ROLE



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## JOB TITLE

Artistic Planning Manager

## LOCATION

Office based at 240 High Holborn, at least three times a week. Also on tour, both in the UK and internationally, as required

## REPORTS TO

Head of Artistic Planning

## KEY RELATIONSHIPS

Head of Artistic Planning

Chief Executive

Artistic Director

Orchestra Players and Guest artists

## PURPOSE

We are looking for a dynamic and organized Artistic Planning Manager to join our team at The English Concert!

Collaborating with our Head of Artistic Planning and Chief Executive, you will play a vital role in bringing our musical productions to life, organizing rehearsals, performances, and recordings. As the ultimate multi-tasker, you will also take a leading role in the coordination of tours, ensuring all arrangements for visas, travel, and accommodation are seamlessly arranged. Your excellent communication skills will come into play as you assist in the fixing of musicians and keep everyone in the loop on any changes. Join us in our mission to bring exceptional music experiences to audiences worldwide!

# KEY RESPONSIBILITIES



## PROJECT ADMINISTRATION

- Create and distribute schedules for players when required
- Assisting with fixing personnel and players' communications
- Scanning music and distributing to musicians
- Be present at rehearsals as needed to help with preparing the venue and overseeing rehearsal needs
- Provide support for tour and project administration, which would involve venue bookings, visas, A1s, work permits, transportation, accommodation, large instrument movements and flight check-in
- Help with technical preparations for concerts and digital projects
- Join the company on both domestic and international tours as needed
- Attend concerts, assisting with pre-concert events, welcoming artists backstage, assisting the Head of Artistic Planning backstage during concerts
- Help with the creation of digital content, including camera and audio equipment set up and operation, if required.

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- Assisting with fixing personnel and players' communications
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## **GENERAL ADMINISTRATION**

- Help with contractual arrangements
- Update work schedule

NB This task list does not cover all possible tasks and responsibilities



## PERSON SPECIFICATION

- Positive mindset and enthusiastic about contributing to the orchestra's success by actively assisting colleagues
- Outstanding ability to communicate effectively with a wide variety of people
- Ability to prioritise and to work to tight deadlines.
- Creative approach to resolving issues
- Proficient in using computer systems such as Word and Excel and able to quickly assimilate new processes and ways of working
- An interest in classical music

Although the skills and experience outlined above are our ideal mix, we encourage applicants who possess most of the skills and relevant experience to apply for the role.

# INFORMATION

## **SAFEGUARDING**

In the event that we extend a job offer to you after conducting a formal interview, your employment with TEC will be subject to certain conditions. These include completing a self-disclosure form and passing an enhanced DBS check.

Additionally, if you have resided overseas for a minimum of three months within the past five years, we will conduct a criminal record check in that country as well.

Furthermore, as part of the application process, candidates will need to furnish contact information for at least two referees.

## **ELIGIBILITY TO WORK**

Applicants must have the legal right to work in the UK. If invited for an interview, you will be asked to provide your passport and any applicable visas or permits as proof of your eligibility to work in the UK. Additionally, candidates must be 18 years of age or older.

## **EQUALITY**

We are an equal opportunities employer and encourage applications from individuals who are suitably qualified for the position. Nevertheless, the TEC currently lacks representation of Black, Asian, and minority ethnic (BAME) and disabled people, and we encourage BAME and disabled applicants to apply. Please note that all appointments will be made based on merit.

# TERMS



## **SALARY**

c.£35,000, depending on experience.

This is a full-time position, but we will consider applications from more experienced candidates seeking part-time work.

## **WORKING HOURS**

Basic hours are 9.30am to 5.30pm.

## **ANNUAL LEAVE ENTITLEMENT**

Statutory Annual leave. 25 days a year and additionally, public holidays.

The nature of the job may necessitate working on weekends and public holidays. If such circumstances arise. Time off in lieu is granted in line with TEC's TOIL policy.

## **PENSION**

Statutory pension contributions.  
Employer 3%, Employee 5%.

# HOW TO APPLY

Applications should include:

- A curriculum vitae giving details of relevant achievements in recent posts as well as your education and professional qualifications.
- A covering letter that summarises your interest in this post, providing evidence of your ability to match the criteria outlined in the Person Specification.
- Details of your latest salary, notice period, names, and contact details of 2 referees, together with a brief statement of the capacity in which they have known you and an indication of when in the process they can be contacted.
- Telephone contact numbers (preferably mobile) which will be used with discretion.

Please visit

[www.englishconcert.co.uk/about-us/vacancies/](http://www.englishconcert.co.uk/about-us/vacancies/)



# SELECTION PROCESS

	Date
Advertise	18 <sup>th</sup> April
Closing date	5 <sup>th</sup> May
Shortlist and invite candidates	8 <sup>th</sup> May
Interviews	10 <sup>th</sup> & 12 <sup>th</sup> May

CLOSING DATE FOR APPLICATIONS IS  
MIDNIGHT 5<sup>th</sup> MAY 2023

Applicants who most closely fit our criteria  
will be short-listed and invited for interview  
on the 10<sup>th</sup> and 12<sup>th</sup> of May 2023.



# THANK YOU

If you have any questions, please write to us

[management@englishconcert.co.uk](mailto:management@englishconcert.co.uk)

[www.englishconcert.co.uk](http://www.englishconcert.co.uk)

