

Job Title: Berkshire Youth Symphony Orchestra (BYSO) Orchestral Manager

The Business

Berkshire Maestros (Maestros) is a charitable trust and the lead organisation of the Berkshire Music Education Hub (BMEH). Each week during the academic year, Maestros provides high quality music education opportunities for children and young people (CYP) across Berkshire. Nearly 6,000 students receive instrumental and vocal lessons in schools or at one of the numerous music centres located across the county. Maestros also provides opportunities for students to participate in a variety of orchestras, bands and choirs ranging from beginner to advanced groups and offers a comprehensive range of musical services to all ages, including Early Years and adults. Maestros aims to ensure that a wide variety of musical opportunities is available to children, members of the wider community and music practitioners across the sector.

Some aspects of the hub's provision are externally funded (e.g. through the annual DfE grant), enhanced further by contributions from parents, charitable trusts, commercial sponsorship, fund raising and from support from voluntary and community organisations. Maestros serves the five Unitary Authorities of Reading, West Berkshire, Wokingham, Bracknell Forest and the Royal Borough of Windsor and Maidenhead.

Vision

All children and young people in Berkshire will experience an inspirational, high quality musical education.

The role:

Maestros seeks an enthusiastic, energetic and highly organised administrator to ensure the efficient management of the Berkshire Youth Symphony Orchestra, Berkshire's premier training ground for exceptional young orchestral musicians. This post represents a special opportunity to support the BYSO through the next exciting phase of its development and would be an ideal role for a music graduate wishing to develop skills and experience in the field of arts management and administration or for a practising music teacher interested in developing new skills. The role would also suit an experienced administrator with a qualification, skill and/or interest in music or previous experience of working in the arts sector.

This role is envisaged as a part-time responsibility, taking in the region of about 120 hours over the academic year (about 3 hours/half a day weekly on average with higher or lower flexible time allocation to meet the needs of the BYSO calendared commitments- to be negotiated with the successful candidate.) This might suit a self-employed musician or be a percentage of 'non-contact' hours for a contracted colleague. The role would work well in conjunction with a teaching commitment for the right candidate and attracts a salary of c. £2,500k pa.

Primary Job Purpose:

To lead the successful planning, implementation, administration, support services and the smooth and efficient operation of the Berkshire Youth Symphony Orchestra. To manage the successful planning and execution of rehearsals and concerts; promoting and presenting our work to the public and being an advocate of Maestros' core values.

Accountable to: the CEO, reporting to the BYSO Staff Conductor

Competitive remuneration dependent on skills, qualifications and experience.

Principal responsibilities:

- being the main link/contact between any external guest conductors and BYSO staff
- contacting and booking external professionals, conductors, cover conductor as advised
- timely booking of all course and sectional staff, communicating with them well in advance
- booking venues for rehearsals and concerts (including site visits and risk assessments) – organising sectional logistics as required
- ensuring timely and accurate annual budget/s
- ensuring the preparation and maintenance of accurate attendance registers, following up any student absences, ensuring full sections for all BYSO activities (including organising auxiliary players as needed for the musical execution of the chosen repertoire) and managing vacancies/gaps and player requirements
- ensure appropriate information reaches key schools and pupils
- ensuring an administrative presence at BYSO activities as required, promoting Maestros expectations, and ensuring the punctuality, well-being and health and safety of all participants; if not present in person, ensuring that an appropriate colleague is in attendance and that a First Aid trained person is available
- attending BYSO meetings as required
- preparing all communications to the orchestra and ensuring their timely publication
- organising the timely preparation of detailed, accurate and relevant programme notes for inclusion within concert programmes, ensuring appropriate introductory notes
- organising all repertoire for each course, managing the preparation and distribution of repertoire to students and coaching staff in advance
- overseeing the hire of percussion van/transport and any auxiliary instruments needed for each course as required
- creating accurate seating plans for full and sectional rehearsals
- co-ordinating the stage management, rehearsal and concert logistics for events including coach hire where appropriate
- assisting with the preparation for any BYSO tour, offsite trips etc and liaise and ensure that offsite policy is followed
- being the public face for staff, students and parents at events
- any other duties as assigned by the CEO which are commensurate with the role

This Job Description reflects the current situation and does not preclude change or development that might be required in the future. Other duties may be required in line with the current and/or future needs of the business.

Person Specification

Essential qualities:

- 3+ years experience of working in/with ensembles, music education, music production, teaching, performing, arts administration etc
- Experience of working with off-site venue teams
- Enthusiastic, energetic, innovative and creative; able to build a rapport with colleagues and students inspiring confidence and respect from a wide variety of stakeholders and senior colleagues
- Committed to collaborative Hub working and willing to be 'hands on' with all elements of the BYSO schedule
- Highly organised, efficient and able to balance attention to detail with planning ahead
- Forward thinking, flexible and with ability to use own initiative
- Strong written and oral communication skills; able to handle a range of queries and solve problems effectively
- Excellent time management skills
- Confident with spreadsheets and basic budget preparation and management; IT literate
- An effective learner with a track record of on-going development

- able to work independently and confident in taking appropriate decisions within the area of responsibility
- Ability to work flexibly when required, including out of term 'holiday' courses and concerts; able to attend other events as required from time to time
- Good understanding of child protection and safeguarding regulation

Desirable qualities:

- Good knowledge of the western orchestral classical music tradition and its related repertoire
- A desire to help young musicians reach their full potential
- Full clean driving license and car

Berkshire Maestros Core Values

- Ambition and access for every child and young person
- Excellence in practice
- Commitment to our partnerships and community working
- Respect, professionalism and investment in our colleagues
- Effective and evolving communication
- Positive and proactive approach
- Determination to drive continuous improvement and embrace change

Berkshire Maestros is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will be subject to an Enhanced Disclosure and Barring Service (DBS) check. Berkshire Maestros takes the responsibility of child protection very seriously and checks the suitability of staff and volunteers to work with children. Berkshire Maestros is an equal opportunities employer.