

Concerts & Operations Manager (full-time)

The Mozartists are seeking a dynamic and committed Concerts & Operations Manager to manage the logistics involved in putting on world-class performances and recordings, as well as sharing responsibility with the CEO for the general day-to-day running of this vibrant music organization. This is a wonderful opportunity to build and consolidate experience in a wide range of areas within this industry.

A key member of a small, friendly team, this person should have the energy, enthusiasm and flexibility to take on a wide range of tasks and the ability to work calmly under pressure. The successful candidate will be a personable team-worker who is also able to lead and run projects, with a good work ethic and strong attention to detail.

Key relationships: the Concerts & Operations Manager will work closely with the Artistic Director, the Chief Executive, the Finance Manager & other members of the team, both employed and freelance, as required.

The Role

JOB TITLE	Concerts & Operations Manager
LOCATION	The Mozartists, Boundary House, Boston Road, Ealing, London W7 2QE The main body of your work will take place at our registered offices, but you will also be required to attend rehearsals and performances both within and outside the UK as required. Some working from home may be permitted, but this is envisaged mainly as an office-based role. Parking can be provided if needed.
HOURS	This is a full-time permanent contract; office hours 9:30 am – 5:30 pm, Monday to Friday, plus additional attendance at rehearsals, performances and recording sessions as required. Some of these may fall outside normal working hours.
HOW TO APPLY	To apply for this position, please send a CV and cover letter explaining your suitability for the role to Debbie Coates (recruitment@mozartists.com) no later than 12 pm on Monday 6 March. Interviews are provisionally scheduled to take place on 9 & 13 March. Feel free to reach out to us if you have any questions before you submit your application.
SALARY	Commensurate with experience, but likely to be in the range of £27-32K

Key Areas of responsibility:

This person will be responsible for all logistics relating to the company's performance projects, including: booking and coordinating artists, venues and (where applicable) instruments; orchestral management; maintaining and developing relationships with promoters, recording partners and other collaborators; creating and managing budgets; keeping abreast of legislation and regulations; managing and maintaining the music library and sourcing scores and parts; handling general operations; attending industry networking events; creating a positive and supportive environment so that artists enjoy working with the company and can give of their best.

The Concerts & Operations Manager will work closely with the CEO and other members of the team to ensure the smooth running of the company, sharing responsibility for general operations, working flexibly as a team player while taking responsibility for certain areas as required.

As a central member of the team, the Concerts & Operations Manager will also be involved in future planning and liaising with venues to secure new performances, the company's growing outreach projects, and marketing and communications initiatives in relation to promoting the company's work.

The Company



The Mozartists, (originally Classical Opera, registered charity number 1063387) was founded in 1997 by conductor and Artistic Director Ian Page to explore and bring to life the music of Mozart and his contemporaries. Widely recognised as one of the UK's leading period-instrument ensembles, The Mozartists combine musical flair and excellence with a vibrant spirit of discovery, receiving widespread acclaim for their benchmark performances and recordings. Performing with outstanding singers and its highly acclaimed orchestra, the company appears regularly at prestigious venues such as Wigmore Hall, the Barbican, Southbank Centre and Cadogan Hall, as well as on tour in the UK and Europe. In 2015 the company launched its ground-breaking MOZART 250 project – a major 27-year initiative following Mozart's life, works and influences in chronological 'real-time'.



The development of young artists is central to the company's mission, and since 2006 it has provided exceptional young singers with crucial performance opportunities and training through its Associate Artist Scheme, earning a reputation for the strength of its casting and its ability to nurture the next generation of talent. The company also runs an annual MOZART 250 education project in partnership with Ealing Music Service.

"Ian Page and The Mozartists always combine fascinating programming with thrilling music-making." GRAMOPHONE

"Who could fail to be charmed by such gorgeous music, so stylishly executed?" THE DAILY TELEGRAPH

The company has three primary aims:

1. to present world-class performances of the works of Mozart and his contemporaries;
2. to provide invaluable performance, training and mentoring opportunities for young musicians with outstanding potential;
3. to encourage and inspire new and existing audiences towards a deeper appreciation and enjoyment of classical music.

Person Specification

A key member of a small, friendly team, the Concerts & Operations Manager should have the flexibility to take on a wide range of duties and the ability to work collaboratively and calmly.

Essential

- Experience of working and delivering in a role within the music industry, or another role requiring similar, transferable skills;
- Excellent organization and planning skills, with the ability to work flexibly under pressure to prioritise and meet deadlines;
- The ability to show leadership in coordinating performance projects and in other areas as required;
- Excellent verbal and written communication skills;
- Strong attention to detail;
- Strong numerical and budgeting skills;
- Excellent IT skills with a sound understanding of MS Office software;
- Thorough knowledge and experience of music notation;
- Strong negotiation skills;
- A positive, professional attitude with excellent self-motivation;
- The ability to work effectively in a team with people at all levels, both internally and externally;
- Flexibility to work outside office hours when needed, particularly for company events and performances, both in London and in other locations when the company is on tour;
- Knowledge of, and interest in, classical music and opera;
- Energy, enthusiasm, and a friendly nature.

Desirable / Useful

- Educated to degree level or equivalent;
- Experience of managing staff / freelancers;
- A good working knowledge of Sibelius software;
- Experience of producing scores and orchestral parts;
- Languages / photography skills/ Wordpress, Adobe and other digital and social media skills;
- Events management experience / experience of managing an orchestra or ensemble;
- Experience of, or an interest in working with schools / on education projects.

We appreciate that this is a wide-ranging role. If you don't have *all* of the skills that we ask for, we can discuss the possibility of offering training in some areas.

Job Description

A small organization needs to maintain flexibility if it is to make best use of the skills within the team. Some details of the job description may be adjusted to reflect the particular skills and experience of the successful candidate, but the workload is likely to include:

Artist Management

Singers

- Singer bookings and fee negotiations;
- Contracts;
- Scheduling and related communications;
- Rehearsal / Audition Management if required (sometimes outside of the normal working day/week);
- Administration of the company's Associate Artist Scheme;
- Maintaining up-to-date biographies.

Orchestra

- Fixing players for rehearsals, performances, and recording sessions in collaboration with the Artistic Director;
- Creating and circulating schedules;
- Orchestral Management for rehearsals and performances (sometimes outside of the normal working day/week);
- Providing support to the Artistic Director before, during and after rehearsals;
- Administration of orchestral payments;
- Negotiating fees for special projects in liaison with the CEO and Artistic Director.

All artists

- Providing accurate financial information for the events budgets and company accounts;
- Authorizing payments and logging these as required;
- Handling FEU requirements;
- Working to create a positive environment so that artists enjoy working with the company and feel inclined to go the extra mile for us;
- Processing artists' CVs.

Production and communications

- Organization of the artistic elements of public and private events, with an emphasis on backstage requirements;
- Processing venue contracts;
- Budgeting, and the accurate maintenance of ongoing budgets;
- Liaising with rehearsal and performance venues on all pre-production logistics and technical matters;
- Maintaining relationships with promoters and recording companies;

- Taking responsibility for rehearsal and performance logistics;
- Keeping abreast of artist-related health and safety issues etc. and ensuring that we are taking any necessary action;
- Running projects budgets and ensuring that these are accurately maintained;
- Taking responsibility for relevant shared calendars, and ensuring that other members of the team are aware of venue deadlines that concern them;
- Sourcing travel and accommodation;
- Ensuring that the rest of the team is kept abreast of artistic developments and feeding through relevant information for external communications;
- Contributing to newsletters, the Company website, event programmes, and other written materials.

Library

- Managing and overseeing the preparation of scores and orchestral parts under the guidance of the Artistic Director;
- Filing and documenting parts after performances;
- Maintaining a library database.

General Administration / other

- Working with the CEO to ensure the smooth day-to-day running of the organization, sharing operations and financial admin duties with the CEO and Finance Manager as required;
- Involvement in communications and marketing initiatives;
- Supporting the CEO & Artistic Director in liaising with venues and promoters to secure new projects;
- Involvement in the company's outreach projects;
- Potential involvement in fundraising activities, for example bids for funding;
- Other duties as required.