



SCOTTISH CHAMBER ORCHESTRA

CONCERTS & PROJECTS MANAGER

JUNE 2024

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Photo: Christopher Bowen

1. Welcome from the Chief Executive

Dear Candidate,

Thank you very much for your interest in the role of Concerts & Projects Manager at the Scottish Chamber Orchestra. As we celebrate our 50th Anniversary this year and anticipate the opening of our new home – the Dunard Centre – in the heart of Edinburgh, this is an exciting and significant time to be joining our organisation.

The internationally celebrated Scottish Chamber Orchestra is one of Scotland's National Performing Companies and plays a major role in the cultural life of this country. The Orchestra is made up of an exceptional group of highly talented and creative musicians, each one committed to transforming and enhancing lives and communities throughout Scotland and beyond through the power of inspirational music-making.

Our regular and extensive performance and touring schedule is enhanced by a diverse Creative Learning programme which sees musicians engaging directly with a broad range of people from nursery, primary and secondary schools, to community centres, hospitals and care homes. Our five-year residency in Edinburgh's Craigmillar community is a particular focus and highlight of our current work.

The Scottish Chamber Orchestra enjoys significant financial support from the Scottish Government and City of Edinburgh Council, Trusts and Foundations, Corporate Partners and a wide range of generous individuals. In response to COVID-19 and restrictions on live performances, the Orchestra undertook its first-ever digital season of streamed orchestral concerts and workshops. We were enormously grateful for the loyalty and generosity shown to us by many people throughout this difficult period as we continuously sought to keep on making music.

As we look to the future, we are ambitious to do more. We are particularly excited by the extraordinary opportunities that our prospective new Edinburgh home, the Dunard Centre, will offer us as we seek to increase engagement with many more diverse people from across Edinburgh, Scotland and beyond, both on and off the concert platform.

Reporting to the Concerts Director, the Concerts & Projects Manager will be a pivotal member of our Management Team, working in a highly collaborative and supportive environment and facilitating cross-departmental working across the organisation.

The Scottish Chamber Orchestra is an equal opportunities employer committed to finding the very best candidate for this position. We aim to create an equal and fair recruitment process open to all. Accessible and welcoming to all the diverse communities and partners we engage with, applicants will receive equal treatment irrespective of age, sex, sexual orientation, gender reassignment, race, religion or belief, marital status, disability or pregnancy/maternity.

We look forward to hearing from you and discussing this role in more depth.

With best wishes,

Gavin



Gavin Reid
Chief Executive

2. About the Scottish Chamber Orchestra

The Scottish Chamber Orchestra (SCO) is one of Scotland's five National Performing Companies and has been a galvanising force in Scotland's music scene since its inception in 1974. The SCO believes that access to world-class music is not a luxury but something that everyone should have the opportunity to participate in, helping individuals and communities everywhere to thrive.

Funded by the Scottish Government, City of Edinburgh Council and a community of philanthropic supporters, the SCO has an international reputation for exceptional, idiomatic performances ranging from mainstream classical music to newly commissioned works and cross-art form collaborations. Each year its wide-ranging programme of work is presented across the length and breadth of Scotland, overseas and online.

Equally at home on and off the concert stage, each one of the SCO's highly talented and creative musicians, staff and Board members is passionate about transforming and enhancing lives through the power of music. The SCO's Creative Learning programme engages people of all ages and backgrounds with a diverse range of projects, concerts, participatory workshops, and resources. The SCO's current five-year Residency in Edinburgh's Craigmillar builds on the area's extraordinary history of Community Arts, connecting the local community with a national cultural resource.

An exciting new chapter for the SCO began in September 2019 with the arrival of dynamic young conductor Maxim Emelyanychev as the Orchestra's Principal Conductor. His tenure has recently been extended until 2028.

Together, the SCO and Emelyanychev have released two critically acclaimed albums on Linn Records. The first – Schubert's Symphony No 9 in C major 'The Great' – is the first symphony Emelyanychev performed with the Orchestra in March 2018. Their thrilling second album of Mendelssohn symphonies, was released in 2023 and was nominated in the Orchestral category for the Preis der Deutschen Schallplattenkritik for the first quarter of 2024.

The SCO has long-standing associations with other leading collaborators in historically-informed performance, contemporary music and other specialist repertoire. Regular visitors include Principal Guest Conductor Andrew Manze, Pekka Kuusisto, François Leleux, Nicola Benedetti, Isabelle van Keulen, Anthony Marwood, Richard Egarr, Lorenza Borrani, Mark Wigglesworth and Colin Currie.

The SCO Chorus [Director: Gregory Batsleer] is an auditioned amateur group which has built a reputation as one of Scotland's most vibrant and versatile choirs. As the SCO's resident chorus, it works with many of the Orchestra's visiting conductors. The Chorus also appears on its own outside the main Season, both in a *capella* repertoire and in adventurous collaborations with a range of artistic partners.

The Orchestra encourages the creation and performance of new music; its current Associate Composer is Jay Capperauld. The SCO enjoys close relationships with many other leading composers and has commissioned around 200 new works, including pieces by Sir James MacMillan, Anna Clyne, Sally Beamish, Martin Suckling, Judith Weir, Einojuhani Rautavaara, Errollyn Wallen, Karin Rehnqvist, Mark-Anthony Turnage, George Benjamin, Nico Muhly and the late Peter Maxwell Davies.

3. The Orchestra's Year

WINTER SEASON

From late September to mid-May, the SCO's Winter Season provides around 23 weeks of own-promoted concerts throughout Scotland, typically with two or three concerts each week – at least 60 concerts in total. These take place weekly in Edinburgh and Glasgow with additional concerts in Aberdeen, Inverness, Dumfries, Ayr, St Andrews, and Perth. Touring, recording, Family Festival, New Year 'Viennese' concerts and outside engagements eg at Celtic Connections festival in Glasgow each January, may also fall within this period.

SUMMER AND NON-SEASON

Scottish Summer Touring

From mid-May to the end of September, there is a core of 10-12 weeks' work. During the summer months, the SCO undertakes five to six weeks of Scottish regional touring to small towns and villages, including remote areas in the Highlands and Islands; these tours are core-funded by the Scottish Government.

Festivals and Overseas Touring

The SCO is one of Scotland's foremost cultural ambassadors, in demand throughout the world. International touring activities are supported by the Scottish Government. Most recently, the Orchestra toured Europe in May 2024, and further European trips are planned in May and September 2025. In the UK, the Orchestra regularly appears at the Edinburgh International Festival, the BBC Proms and East Neuk and Lammermuir Festivals.

Immerse: late September (immediately before the new Season)

Immerse is an orchestral concert experience for upper secondary pupils which is part of the SCO's Creative Learning programme. Immerse concerts involve the whole Orchestra and a presenter and are designed to enhance students' understanding of musical concepts used in the featured repertoire. Our current project, running for three years from 2023, is built around the theme of synaesthesia, featuring *The Origin of Colour* by SCO Associate Composer Jay Capperault.

Creative Learning

The SCO is widely regarded as a leading innovator in the field of orchestral engagement and participation. Reaching over 10,000 people each year, right across Scotland, the Orchestra's Creative Learning programme gives people of all ages and backgrounds opportunities to participate in, create and enjoy music and music making. Current projects include a major five-year community residency in Craigmillar, Edinburgh; our *ReConnect* programme for people living with Dementia; *Immerse* and *SCO Academies* for secondary school pupils; and *SCO Family Festival*.

Recording and Digital

The Orchestra has a special relationship with Linn Records and has been making recordings in partnership since 2002. We are currently making one album every one to two years. Digital projects are also now a regular feature of the SCO's output.

Fundraising

The SCO's Development team holds intimate VIP events throughout the season, with the aim of bringing our musicians closer to current and prospective major donors. This often involves our Principal Conductor and principal players.

The Concerts and Projects Manager is essential in the planning and delivery of all the above events.

4. Structure and Background

The administration of the SCO consists of 22 full-time and 5 part-time members of staff. It is headed by the Chief Executive, to whom the departments of Concerts, Creative Learning, Marketing & Ticketing, Development & Sponsorship and Finance & Administration report (see attached Organisation Chart).

The Orchestra has a number of named positions, including:

- **Maxim Emelyanychev** Principal Conductor
- **Andrew Manze** Principal Guest Conductor
- **Joseph Swensen** Conductor Emeritus
- **Jay Capperauld** Associate Composer
- **Gregory Batsleer** Chorus Director

5. Concerts Department

The Concerts Director leads the Concerts team of six and is also a member of the senior management team of the SCO, participating in the formulation of wider strategy and policy for the Orchestra. Together, the team members are responsible for the implementation and smooth operation of the orchestral schedule, organising and servicing all the SCO's concert-giving, touring and recording activity.

The Concerts & Projects Manager occupies a pivotal role within the Department and more widely, the Company, facilitating collaboration between Concerts and all the other SCO departments, particularly Creative Learning. They will have the ability to form strong working relationships with key stakeholders including artists and their agents, account managers at local hotels, travel agents, recording companies and staff at each of the SCO's concert venues.

There is always at least one member of Concerts on duty at every rehearsal, concert and recording session. Concert and tour management is shared around the department.

6. Purpose and Key Responsibilities

Purpose of the Job

Reporting to the Concerts Director:

- To work with the Concerts Director on the efficient servicing of the SCO schedule, both in the UK and abroad, ensuring that the Orchestra and its visiting artists have the best possible conditions under which to work.
- To take part in creative discussions across the Company and to facilitate cross-departmental collaboration and delivery.
- To support the Concerts Director and Chief Executive in artistic planning.
- To lead on all touring arrangements both within the UK and abroad.
- To lead on artist liaison, contracting and logistics.

Key Responsibilities

Concert Logistics

- Using the orchestral management software Backstage, maintain and update the SCO's forward schedule; issue detailed monthly schedules, summary forward plans and twice-yearly forward schedules to SCO performing members.

- Ensure that Backstage software is kept up-to-date with all information entered, to facilitate organisational sharing.
- Book venues for rehearsals, concerts and recordings, working long, medium and short-term.
- Make travel/accommodation arrangements/bookings for visiting artists and Orchestra, both at home and overseas.
- Arrange for visiting artists to be met at airport /station.
- Produce artists' contracts once they have been agreed by Concerts Director.
- Administer work visa applications for visiting artists, for new orchestral appointments (if applicable) and, as required, for the Orchestra for overseas tours.
- Work together with the Concerts Director on detailed budgets for Season and non-Season dates, including advance planning prior to the next Financial Year.

Tour Management

- Work together with the Concerts Director on the planning and budgeting of tours
- Stay current on industry best practices and regulations related to sustainability, and recommend solutions to enhance organisational sustainability efforts.
- Arrange international group transport options in conjunction with the travel and tour agents.
- Lead on permissions and logistics relating to UK and international touring as required, including player visas and carnet/transport documentation.
- Duty-manage tours both in UK and overseas [the Concerts & Projects Manager travels on most overseas tours, usually with other member/s of Concerts staff].
- Support the Finance Director in the provision of tax and other financial documentation.

Research and Collaboration

- Research and recce new venue options for the SCO's Scottish summer touring programme and other non-Season work.
- Co-ordinate meetings of the Artistic Planning Group (made up of SCO players) which assists in developing new artist relationships and programming strands.
- Ensure effective liaison and collaboration with Creative Learning colleagues on development and delivery of relevant projects.
- Support the Concerts Director in the scheduling, budgeting and programming of the SCO's digital season and Scottish summer touring programme.

Health & Safety

- Working together with the SCO's H&S Consultant, lead for Concerts Department on all aspects of orchestra H&S, collaborating with the SCO Librarian to implement Noise testing and compliance with Noise at Work regulations.
- Annually review the Department's Risk Assessments, including those for summer touring.

Additional Team Work

- Regularly duty-manage concerts (duties are shared around the Department).
- Artist Liaison: transporting of visiting artists, using the department pool car.
- Other departmental duties as required.

7. Candidate Profile

Area	Essential (required)	Desirable (optional)
Qualifications	<ul style="list-style-type: none"> • Level 6 qualification as set out in the Regulated Qualifications Framework • Full clean UK driving licence and confidence in driving for work 	<ul style="list-style-type: none"> • Qualification in Health & Safety Management
Experience	<ul style="list-style-type: none"> • Demonstrable experience in event planning and management • Demonstrable experience in budget creation and management • Ability to work fast and accurately under pressure, often to specific deadlines • Previous experience of tour management, particularly overseas • Ability to think on your feet and have a solutions-based focus 	<ul style="list-style-type: none"> • Experience of working within an orchestra or other arts organisation with creatives • Experience of using orchestra management software • Knowledge and understanding of MU agreements
Skills and knowledge	<ul style="list-style-type: none"> • Enthusiasm for music and sound knowledge of the sector • Highly developed computer skills; knowledge of MS Office 365 software including Sharepoint, Excel & Word • Highly developed skills in logistical forward planning • General knowledge/experience of H&S legislation and its application in the orchestral and events sector • Literate, articulate and numerate, with excellent interpersonal skills 	<ul style="list-style-type: none"> • Working competence in foreign language(s) • Experience of writing and reviewing risk assessments • Experience of visa application processes for overseas nationals
Personal Qualities	<ul style="list-style-type: none"> • Well organised and resourceful • Ability to work on own initiative and as part of a team • Able to learn new skills and adapt to changing requirements • Ability to maintain discretion, sensitivity and confidentiality • A methodical approach and meticulous attention to detail 	

8. Summary of Terms and Conditions

The Scottish Chamber Orchestra is an accredited Living Wage Employer.

Contract	Full-time permanent, starting September 2024.
Salary	c.£36,000
Working Hours	Normal working hours are Monday to Friday 09.30 to 17.30, with one hour for lunch. You will be expected to work additional hours as necessary, including evening and weekend work, to serve the requirements of the company. It is expected that this may amount to approximately one evening per week averaged over the course of a year, but this is an estimate only. A TOIL system is in operation.
Holiday	25 Days plus 6 days public holidays, plus 3 days between Christmas and New Year.
Employee Benefits	Company Income Protection Insurance Company Life Assurance scheme Cycle to work scheme
Pension	NEST workplace pension scheme including 10% Employer contributions

We welcome applications from all nationalities. However, we are unfortunately unable to offer visa sponsorship for this role so before you apply please ensure that you have the right to work in the UK. For more details on eligibility to work in the UK, please visit:

<https://www.gov.uk/check-uk-visa>

If you are invited to interview, we will ask that you provide evidence showing your right to work in the UK (photocopies are not accepted).

9. Application Procedure

Please submit a CV and covering letter outlining why the post interests you and demonstrating that you have the range of relevant skills and experience as set out in the job description. Please also include details of two referees including one from your current or most recent employer where applicable. Referees will not be contacted prior to interview or without your permission.

Applications should be e-mailed to: recruitment@sco.org.uk or can be sent to Operations Manager Heather Innes, Scottish Chamber Orchestra, 4 Royal Terrace, Edinburgh, EH7 5AB (please mark your application “Concerts & Projects Manager – Confidential”).

If you have any specific access requirements, please let us know and we will do our best to meet your needs.

The SCO is an equal opportunity organisation; we value diversity and welcome applications from anyone with appropriate skills. If you are applying for this position please fill out our online Equal Opportunities Monitoring Form [here](#).

No recruitment consultants at this stage please.

10. Recruitment Timetable

Deadline for Applications	Friday 19 July, 5pm
Interviews	Wednesday 31 July in person.

Zoom interviews can be arranged on request, but an in-person meeting will be required prior to any offer. Any second-round interviews will take place on a date to be confirmed. Further details will be shared with shortlisted candidates.

11. Further information

Organisation Chart, Privacy Notice to Applicants.

Season brochures and other publications available from <https://issuu.com/scomusic>