

Orchestra Projects Manager

Job Description - June 2024

Contract status: Permanent, full time (35 hours per week)

Start date: As soon as possible

Reporting to: Director of Engagement

Salary range: £28,000 to £32,000

Welcome from the Chief Executive

Thank you for your interest in the role of [Orchestra Projects Manager](#) with NYOS, the National Youth Orchestras of Scotland.

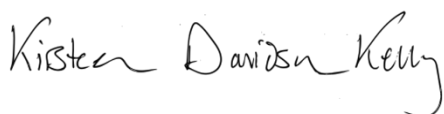
It is an exciting time to work for NYOS as we build on an amazing legacy and develop new plans following a recent strategic review and major refresh of our programmes. We are looking for an Orchestra Projects Manager who shares our ambitions and values and wants to be part of a small, friendly team that takes pride in nurturing and celebrating Scotland's outstanding young musicians.

NYOS is overseen by a non-executive board of directors and in 2022 we recruited three Young Trustees to the Board for the first time. The core NYOS management team currently consists of seven full-time members of staff. Each year we also work with numerous freelance conductors, soloists, workshop leaders, professional tutors, and pastoral support workers to deliver our programmes.

The Orchestra Projects Manager will work closely with the Director of Engagement to develop and deliver our orchestra programmes, providing inspirational orchestral opportunities for young people to engage with, through which they can realise their potential.

You do not need to fulfil every element of the job description to apply. We are interested in finding someone who really wants to contribute to NYOS's work and will support your professional development if you have the right potential. If this role excites you, but you are unsure about applying, please feel free to get in touch for an informal conversation.

We look forward to hearing from you!



Dr Kirsteen Davidson Kelly



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@NYOScotland

National Youth Orchestras of Scotland
Office 240, The Briggait, 141 Bridgegate, Glasgow, G1 5HZ

0141 332 8311 | info@nyos.co.uk | www.nyos.co.uk

Registered in Scotland No. 66497 | NYOS Charity No. SC015482 | VAT Reg No. 328 6513 49

About NYOS

NYOS nurtures and celebrates outstanding classical youth music-making, with a vision of all Scotland's communities sharing in its social, personal, and cultural benefits. Through our three programme strands - NYOS Foundations, NYOS Orchestras and NYOS Futures – we offer accessible, co-created projects, world-class orchestral training and performances, and unique career development opportunities. Our work is delivered by internationally renowned artists and exceptional tutors. Creativity, ambition, belonging, and joy are fundamental to all we do.

For over 40 years, NYOS has supported Scotland's outstanding young musicians through a dynamic programme of residential training courses, national and international concert tours with leading soloists and conductors, and projects for a wide range of abilities in communities throughout the country. Our first Music Director, Catherine Larsen-Maguire, began her tenure in early 2024 and other recent conductors have included Martyn Brabbins, Natalia Luis-Bassa and Jac van Steen. We welcome a variety of soloists including Ethan Loch, Aaron Akugbo, Elena Urioste and Jess Gillam.

NYOS provides ensemble experiences for young musicians from age 8 upwards and is committed to providing outstanding opportunities at a national level. We recognise the wider holistic benefits of music-making which develop the life skills of our participants, and above all the importance of creating a welcoming, structured, and fun environment for our young people to flourish alongside their peers, regardless of their race, ethnicity, or identity.

Underpinning our work is a strong commitment to removing barriers to participation to ensure that no young person misses out on NYOS opportunities due to their personal circumstances. Embedding this ethos throughout our programmes is of paramount importance to us.



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Orchestra Projects Manager

Job Purpose

To manage the NYOS orchestra programmes within the NYOS pathway including NYOS, NYOS Development, and NYOS Camerata. To deliver sustainable, innovative, inspiring, and inclusive projects which develop the musicianship and skills of young musicians, offer outstanding performance opportunities, and diversify the NYOS membership. Ensure the highest quality of delivery and experience across all activity, celebrating NYOS's values, strengthening participant retention, and connecting a greater number and diversity of young people with the power of classical music-making.

Job Challenge

To create a sense of belonging, creativity and pride within the NYOS community, developing positive relationships with young people and a range of stakeholders while managing a busy portfolio of inspirational orchestra programmes.

Principal Accountabilities

Deliver unique, relevant and sector-leading orchestra programmes in line with the NYOS vision and values, including auditions, residential courses, collaborative projects, tours, and concerts.

Planning and oversight of all project administration and effective delivery of course content and schedules, both in-person and digitally, to maintain the organisation's reputation, stakeholder satisfaction, and smooth running of NYOS orchestra activity.

Help to develop a shared sense of community amongst participants of NYOS orchestra programmes by acting as the key contact for them and their parents/guardians throughout their engagement with NYOS, providing key information and support in a timely manner, and supporting progression for young people through the NYOS pathway.

Oversee auditions and recruitment for NYOS orchestra programmes, ensuring that applicants have positive experiences and want to become part of the NYOS community. Manage all administration and planning including organising panels, venues, digital elements, musical resources and recruitment documentation to ensure effective roll-out.



Manage key logistic and administrative tasks within the orchestra programmes portfolio to ensure that all activity is delivered to a high standard. This includes organising travel, catering and accommodation for personnel and participants, producing essential documentation and briefings, updating and managing participant data within the NYOS database, booking and liaising with venues, and arranging the hire and preparation of all music.

Recruit and manage freelance staff including tutors, pastoral teams, workshop artists and concert stage managers, ensuring that all align with NYOS values, are provided with relevant training, and successfully deliver activities which grow and inspire young participants.

Lead on artist management and logistics for orchestra programmes, ensuring artists are properly contracted, fully briefed and aligned with NYOS values and strategy, and well supported during their engagement with NYOS.

Plan and oversee the delivery of NYOS orchestra and ensemble performances including preparation, stage management, organising recordings, venue liaison, and communicating key information in a timely manner to ensure the smooth delivery of public performances.

Work closely with the Director of Engagement to design, collate and report on participant data and feedback, contributing to ongoing evaluation and supporting NYOS to be relevant, responsive, and reflective.

Ensure NYOS meets compliance standards by overseeing the implementation of NYOS policies (including but not limited to Child Protection and Health and Safety) and developing robust project risk assessments.

Oversee the maintenance, storage, and transportation of NYOS instruments and equipment, ensuring it is available and suitable for use.

Provide ad hoc support and contribute to general planning and administration across departments as required.



Person Specification

Knowledge, Skills, Experience and Personal Traits

Essential

- Previous project and/or cultural event management experience, preferably with children and/or young people.
- Experience in presenting music performances.
- A good understanding of music theory, minimum Grade 5 level.
- Evidence of ability to work to budget and within set timelines.
- A highly organised individual who thrives on being task driven and can manage multiple deadlines simultaneously.
- A self-motivator who can work effectively under pressure with minimal direction and supervision (once processes are agreed and established), but who knows when to ask for support.
- Excellent interpersonal skills, able to work with a variety of individuals as part of a team, managing both up and down.
- Able to establish positive relationships with a diverse range of participants, freelancers and international artists.
- A high standard of verbal and written communication skills and attention to detail.
- Competent administration and IT skills with experience in using Microsoft Office.
- Aligned with NYOS values with a desire to uphold and champion them.
- Experience with child protection and safeguarding procedures.
- A valid UK driving licence.

Desirable

- Experience of evaluating and reporting on projects.
 - A familiarity with the Scottish music educational sector.
 - Orchestral experience.
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Relationships

- Work as part of the Engagement team, reporting to the Director of Engagement.
- Work with other NYOS staff to contribute to organisational processes and the success of orchestra programmes including administration, marketing and communications, and financial monitoring, etc.
- External relationships with artists, conductors, course tutors, pastoral teams, participants, parents and guardians, agents, venues, and educational establishments.

Key Terms And Conditions

- **Salary range:** £28,000 to £32,000 per annum
- **Hours of work:** Full time (35 hours per week, permanent role)
 - Normal working hours: Monday to Friday, 9am-5pm with an hour lunch break
 - Work on residential courses during school holidays particularly in Spring and Summer including overnight stays
 - Occasional evening and weekend work as required for courses/performances for which overtime is not paid, but for which a TOIL policy is in operation
- **Location:** Based in Glasgow head office, with possible partial home-working following discussion
- **Annual leave:** Holiday allowance of 22 days annual leave and 12 public holidays
- **Pension:** NEST workplace pension scheme

Equal Opportunities

The National Youth Orchestras of Scotland recognises that many people in our society experience discrimination or lack of opportunity for reasons that are not fair.

These include race, religion, creed, colour, national and ethnic origin, pregnancy or maternity, political beliefs, gender, sexual orientation, age, disability including mental illness, HIV status, marital status, responsibility for dependants, geographical area, social class, and income level.



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The National Youth Orchestras of Scotland is committed to a Policy of Equality of Opportunity which respects the identity, rights, and value of each individual, and welcomes applications from all sections of the community.

We are committed to growing the diversity of the organisation and particularly encourage applications from people with disabilities, LGBTQI+, Black, Asian and other global majority backgrounds, care leavers, and those residing in an area of social and economic deprivation as measured by postcode on the Scottish Index of Multiple Deprivations (SIMD) <https://simd.scot/>

Please let us know if you have any support and access requirements. We will work with you to ensure any inclusion requirements are met. If you require additional assistance during any stage of the application process, including at interview (which may take place online), please let us know.

How To Apply

Please submit your CV and a cover letter (no more than TWO A4 pages) along with the equal opportunities monitoring form (available from our website) by the closing date of 12 noon on **Thursday 1 August 2024**.

The equal opportunities form is designed to help NYOS achieve its aspiration to become a truly inclusive community. Referees will not be contacted prior to interview or without your permission.

You may send a video or audio recording in place of the cover letter if you wish.

Applications should be e-mailed to: recruitment@nyos.co.uk

Closing date: 12 noon Thursday 1 August 2024

Interviews: Friday 9 August 2024

Further Information

Please see the job listing on our website for Organisation Chart, Equal Opportunities Monitoring Form, Equality and Diversity Policy and Privacy Notice to Applicants.

Further information about NYOS is available from www.nyos.co.uk



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