

# Job Vacancy

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## Assistant Orchestra Manager

Department:	Welsh National Opera Orchestra
Salary Range:	£23,000 to £25,000 (dependent on experience)
Deadline for Applications:	Monday 29 April 2019 (12 pm)
Interviews:	Week commencing 13 May 2019

### **Permanent**

Welsh National Opera is an Equal Opportunities Employer and a Registered Charity. We encourage people from any background to apply for vacancies. We are committed to creating a workforce which is representative of society and brings together people with a variety of skills and experiences to help shape what we do and how we work. We are particularly keen to hear from Black, Asian and Minority Ethnic (BAME) and disabled candidates.

All candidates must complete an application form. Forms can be downloaded at <https://wno.org.uk/about/work-forus#Current-vacancies> and submitted electronically to [recruitment@wno.org.uk](mailto:recruitment@wno.org.uk) or in hard copy to the HR Department, WNO, Wales Millennium Centre, Bute Place Cardiff CF10 5AL.

## Our Mission

Our mission is to bring the power, drama and raw emotion of opera to as wide an audience as possible in performances, marked by an uncompromising quest for artistic quality.

As a national company with international status, we sit at the heart of music-making in Wales and play a valuable role in the communities we serve in England. We work with our partners to discover and nurture young operatic talent, and provide the springboard for international careers.

Touring is our lifeblood and we strive to present the highest quality work across our artistic programme, entertaining and inspiring audiences at our operas and concerts and providing transformative experiences through our youth and community work.

Building on our 70-year history and our roots in the communities of South Wales, we aim to demonstrate to future generations that opera is a rewarding, relevant and universal art form.

More than any other company, WNO opens up the world of opera to everyone.

## Our Vision

We believe in the power of opera to transform lives.

## Our Values are:

**Expert** our people have the talent, knowledge and skills to deliver at every level with the highest quality standards

**Collaborative** our work is created by people coming together and working in partnership to successfully achieve common goals

**Smart** we are agile and open-minded, identifying new opportunities and using our resources wisely to maximise our potential

**Innovative** we are unafraid to challenge ourselves creatively and professionally and actively encourage new ideas

**Inclusive** we embrace a diverse workplace culture where people are valued. We respect and recognise each other's differences in an environment where all can thrive

## Our Goals

Goal 1: Artistic

Open up opera through presentation, content, innovation and accessibility

Goal 2: Income

Unlock our creative and artistic capital to grow our income streams

Goal 3: Audience

Grow and diversify our audiences by creating a buzz, increasing engagement and becoming unmissable

Goal 4: Relevance

Increase our relevance and inspire ownership throughout Wales, England and internationally

The energy which drives the Company today is rooted in its formation in the 1940s. In 1943, WNO was founded by a group of people from across South Wales including miners, teachers and doctors. They wanted to forge an opera Company befitting Wales's rich reputation as the 'land of song'. The first rehearsals took place above a garage in Cardiff and their first performance was in April 1946 with the double bill of *Cavalleria rusticana* and *Pagliacci*. From those early days through to today, WNO has attracted some

of the world's best opera singers, and indeed offers many young singers their first steps to international renown.

David Pountney, one of the world's most influential opera directors, joined WNO to lead the Company as Chief Executive in 2011 prior to becoming the Company's Artistic Director alongside Leonora Thomson as Managing Director in December 2015.

Welsh National Opera has been led from the pit by a series of great Music Directors and has worked with many of the art form's most influential directors; traditions which continue to this day. Tomáš Hanus joined WNO as Music Director in 2016. At its heart sit the Company's two full-time ensembles, the 40 strong Chorus and 55 strong Orchestra. The Company's funding structure is unique amongst large-scale arts organisations in the UK as it receives its core funding from both the Arts Council of Wales and Arts Council England.

The Company performs at its home base – the state-of-the-art Wales Millennium Centre, Cardiff and tours in Wales and England performing to over 100,000 people each year. Today WNO is an ensemble of passionate and committed musicians, artists, craftspeople, technicians and administrators. It employs over 230 people and has a turnover of £18m.

## About Cardiff – The Home of Welsh National Opera

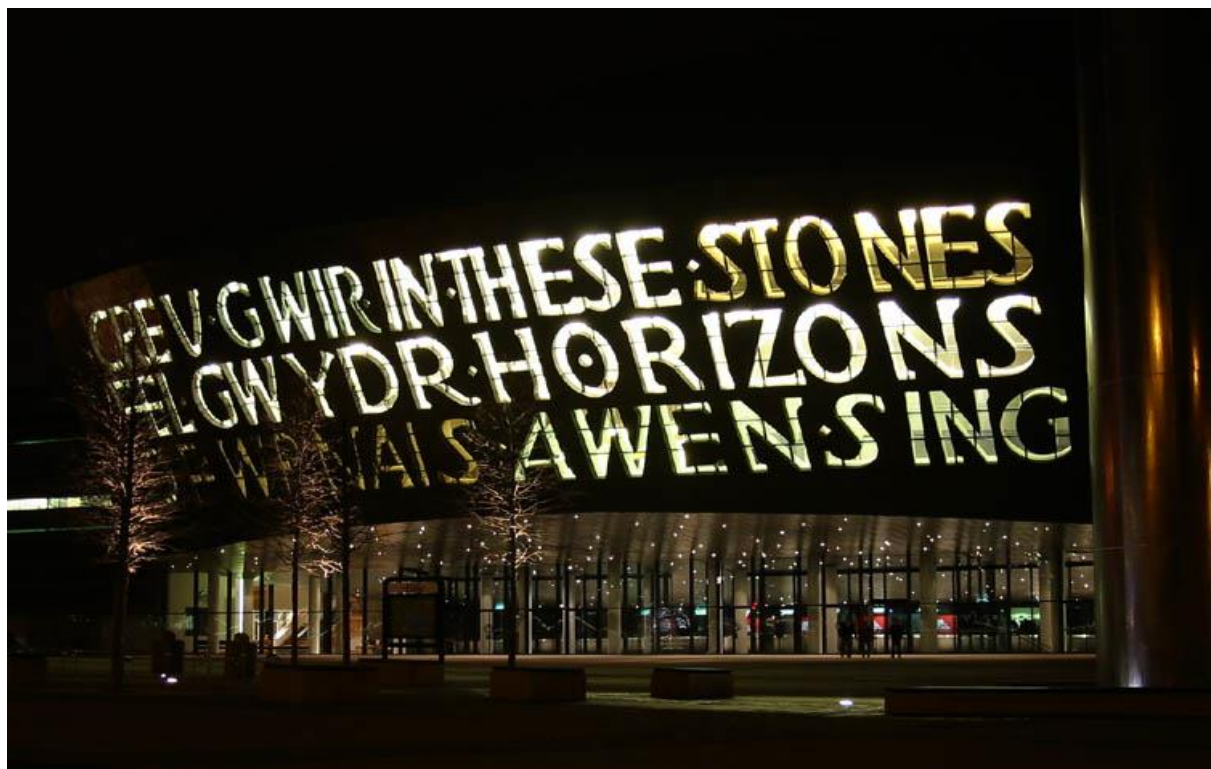
Cardiff is a city proud of its culture, history and language. The capital of Wales since 1955, Cardiff has embraced the role with vigour, emerging in the new millennium as one of Britain's leading urban centres.

Cardiff is a compact city; an ancient castle to the north of its centre; a thriving waterfront at Cardiff Bay to its south; Cardiff combines ancient history, sporting excitement, ultra-modern development, eclectic culture and activities. Cardiff is a friendly, diverse and exciting capital city, just 2 hours by train from London.

Cardiff offers a startling range of unique attractions, top class entertainment and quality shopping with a difference and is easy to explore on foot with attractions such as the National Museum Cardiff, spectacular Cardiff Castle and the impressive Principality Stadium, all within the City Centre, while Cardiff Bay is a short hop away.

Cardiff is also a thriving hub for the arts and media in Wales and internationally and a flourishing film and TV industry. Many mainstream television programmes such as *Torchwood*, *Merlin*, *Gavin and Stacey*, *Casualty*, *Sherlock*, *Upstairs Downstairs*, *The Hollow Crown* Shakespeare series of plays and *Pobl y Cwm* are all being produced by BBC Wales and S4C, with *Doctor Who* attracting fans from across the globe. Cardiff also hosts many musical events including the prestigious *Cardiff Singer of the World* annual competition which draws a huge international audience of fans to the city as well as many arts and media students who chose to study at the Royal Welsh College of Music & Drama, Cardiff School of Journalism, Media and Cultural Studies is based at Cardiff University, a member of the prestigious Russell Group of leading universities and the Cardiff School of Creative and Cultural Industries at the University of South Wales.

Along with the innovative architecture of Cardiff City Centre with its historic buildings, Cardiff Bay offers a great mix of dining, shopping, activities, waterside views, arts and entertainment for everyone. At its heart is Wales Millennium Centre, the home of Welsh National Opera.



## Department Description

### Welsh National Opera Orchestra

#### History

The Orchestra of Welsh National Opera was founded in 1970. Since then it has established itself as one of the finest British orchestras, highly praised for its distinction in a wide-ranging operatic repertoire, as well as for its concert work and recordings.

Following an electrifying performance of *Tchaikovsky Symphony No.4* at the 2015 Fishguard International Music Festival, Czech conductor **Tomáš Hanus** joined WNO as Music Director in September 2016. Since then, he has led critically-acclaimed productions of *Der Rosenkavalier*, *Die Fledermaus*, *Khovanshchina*, *From the House of the Dead* (both in the UK and in the Czech Republic), *War and Peace* and *La Cenerentola*. Concerts have included Shostakovich *Symphony No.7*, Mahler *Symphony No.2*, Janacek *Sinfonietta*, Dvorak *Symphony No.7* and *No.9*, Strauss *Till Eulenspiegel* and Brahms *Symphony No.3*.

**Lothar Koenigs** joined WNO as Music Director in August 2009 having already formed an extremely strong relationship with the Orchestra and Company. Lothar conducted *Khovanshchina* in 2007 and *Salome* in 2009, as well as two St David's Hall concerts in 2006 and 2009. In his first season he conducted *Wozzeck*, *Tosca* and *Die Meistersinger*, and since that time has led the company in performances of *Lulu*, *Lohengrin*, *Manon Lescaut*, *Boulevard Solitude* and most recently, *Moses und Aron*. Numerous concerts have included performances of Mahler's *Symphony No.1*, Brahms' *Symphony No.2*, Berlioz's *Symphonie Fantastique* and Stravinsky's *Rite of Spring*. Lothar has also conducted the company in Wagner's *Tristan und Isolde* including a performance at the Edinburgh Festival, as well as a performance of *Die Meistersinger* as part of the BBC Proms.

The previous Music Director, **Carlo Rizzi** joined the company in the Autumn of 1992 and remained with the Company until 2001, returning to the position from 2004 to 2007. The range of operas which he conducted included *Elektra*, *Der Rosenkavalier*, *Peter Grimes*, *Tristan und Isolde*, *Katya Kabanova*, *Ariadne auf Naxos*, *Salome*, as well as many works by Verdi and Puccini. With him the orchestra has recorded Gounod's *Faust*, Verdi's *Rigoletto* and *Un ballo in maschera*, Janacek's *Katya Kabanova*, as well as recital discs featuring Alfredo Kraus, Thomas Hampson, Jerry Hadley, Jennifer Larmore, Olga Borodina, and Marcello Alvarez. In the 2014/15 season, Carlo returned to the company to conduct performances of Rossini's *William Tell* and *Moses in Egypt*. From 2016, Carlo once again returned to the company as Conductor Laureate.

Previous Music Directors have included:

**Richard Armstrong** (1973-1986).

**The late Sir Charles Mackerras** (1987-1992) Now Conductor Laureate.

**Tugan Sokhiev** (2002-2004).

Together with the full company, foreign touring has taken the orchestra to Tokyo, New York, Milan, Wiesbaden, Lisbon, Berlin, Leipzig, Hong Kong, Brno and Paris – once with Pierre Boulez for performances of Debussy's *Pelléas et Mélisande*. In November of 2001, the orchestra visited Porto as part of the city's celebration as the 2001 European Capital of Culture. With the full company, the orchestra visited Oman in December 2013 for opera and concert performances, the Savonlinna Opera Festival in Finland in 2014, and Dubai in both 2015 and 2017 (as the first UK company to perform at the Dubai Opera).

In 1995, the Orchestra of Welsh National Opera won the Royal Philharmonic Society Music Award, in the Large Ensemble category. The whole company has followed this up with 4 further major Awards from the Royal Philharmonic Society –

1999 – Outstanding Contribution to Opera in the 1997/98 season

2000 – New Production *The Carmelites* - Poulenc (1999)

2001 – New Production The Queen of Spades - Tchaikovsky (2000)

2013 – Opera & Music Theatre Award for *Lulu*, *Lohengrin* and *Paul Bunyan* (Youth Opera)

The company also won the TMA Achievement in Opera Award in 2013, also for *Lulu* and *Lohengrin*.

## Concerts

In addition to a substantial operatic remit for WNO, the Orchestra's stature and reputation as a world-class ensemble in its own right is demonstrated by its distinguished involvement in the St David's Hall International Concert Series in Cardiff each year. On the concert platform, the Orchestra is regularly active at many high profile concert and festival engagements. Covering an extremely wide array of styles the concerts range from large symphonic works through to lighter orchestral and popular music, together with a regular portfolio of family concerts and chamber music engagements. Upcoming highlights for 2019 include two performances of *War and Peace* at the Royal Opera House, visits to the Fishguard International Music Festival, as well as two concerts at the Welsh Proms. WNO has a firm commitment to concerts and residency programmes across Wales and England, and 2019 has seen the Orchestra performing in Swansea, Newport, Bangor, Newtown and St Davids, alongside regular performances (directed by the Orchestra's Leader, David Adams) in the Royal Welsh College of Music and Drama.

Beyond the conventional performance arenas, the Orchestra, in line with the Company's commitment to young artistic talent, operates an extensive side-by-side mentoring scheme through rehearsal and performance programmes with students. This activity has been taking place through partnerships with the Royal Welsh College of Music and Drama, the Birmingham Conservatoire and a burgeoning relationship with Trinity Laban Conservatoire of Music and Dance in Greenwich.

## Major Recordings

Osud	Janacek	Mackerras
Jenufa	Janacek	Mackerras
Rigoletto	Verdi	Rizzi
Ballo in maschera	Verdi	Rizzi
Gloriana	Britten	Mackerras
Delius repertoire	Mackerras	
Tristan and Isolde	Wagner	Goodhall
Parsifal	Wagner	Goodhall
Faust	Gounod	Rizzi
Eugene Onegin	Tchaikovsky	Mackerras
Operettas	G and S	Mackerras
Borodina/Alvarez/Kraus recitals		Rizzi
Norma	Bellini	Bonynghe
Katya Kabanova	Janacek	Rizzi

## The Current Personnel Strength

The orchestra currently has a formal contract strength of 55 players but is currently under that number with trials/searches ongoing:

Leader

Assistant Leader

8 First Violins (No5 & Rank & File vacancy – trials ongoing)

8 Second Violins (Section Principal vacancy – trials ongoing);

5 Violas (Rank & File vacancy – trials ongoing)

6 Cellos (Sub-Principal vacancy – trials ongoing)

4 Double Basses

2 Flutes (including doubling piccolo)

2 Oboes (including doubling cor anglais)

2 Clarinets (including doubling bass)  
2 Bassoons (including contra)  
3 Horns (4<sup>th</sup> Horn vacancy – trials ongoing)  
2 Trumpets  
3 Trombones  
1 Timpani (doubling percussion)

The Company employs many regular extra players who expand the main body including first considered extras on the following instruments:

Percussion – 3 regular players + extra support

Harp – 1 regular player + extra support

Rather than deferring automatically to London freelance musicians for the general extras in Strings, Wind and Brass sections, the priority of the Orchestra Management is to be committed to building a body of loyal extras from the Cardiff and South Wales/West of England areas, as well as the cities to which the Company tours.

The Company employs a Music Department Operations Manager who, alongside regular contracted help, look after the technical side of the Orchestra's requirements. The Orchestra has its own climate-controlled trailer that is driven between venues by one of the Company's lorry drivers.

### **Infrastructure**

The Orchestra's home base, the WMC, contains a purpose-built hall for Orchestra rehearsal. This room is 20mx16m in area and has a very high ceiling.

There are dedicated Orchestra locker rooms and showers close by. Lockers are large enough for smaller instrument storage. There is a separate instrument store next to Orchestra Hall for the larger instruments to be locked away. There is also a remote storage facility within the Cardiff dockland area for more rarely used equipment.

## Job Description

**Role:** Assistant Orchestra Manager

**Responsible to:** Orchestra and Concerts Manager

### Main purpose of role:

To assist the Orchestra and Concerts Manager in the effective management and the smooth running of the Company's contract orchestra for all rehearsals and performances of opera, concert and ensemble activity.

### Key accountabilities:

#### Orchestral Management

- Alongside the Orchestra and Concerts Manager, assisting with the day to day management of the Contract Orchestra.
- The engagement of extra players in line with personnel decisions and budgeting requirements, following consultation with the Orchestra & Concerts Manager, Leader, Section Principal players, and Departmental Director. Preparation of all associated documentation.
- Alongside the Orchestra and Concerts Manager and Music Department Operations Manager, assist with the development and management of the Company's approach to the Noise at Work regulations, audiometry, risk assessment, etc.
- Assisting with the ongoing development and timely production of the Orchestra Schedule.
- Collective and individual communications with musicians regarding all Company work, ensuring that all musicians are advised of any pertinent changes to the WNO schedule that may impact on their work.
- Inter-departmental communication regarding Orchestra business, with especially close liaison with the Music Library, Music Department Operations Manager and across the Music Department.
- Acting as a key point of liaison between the Music, Artistic Planning and Youth and Community departments.
- Alongside the Orchestra and Concerts Manager, attending Orchestra Management/Planning/Concerts/WNO Youth and Community/Health and Safety/Musicians' Union/ Music Administration Meetings/General Company Administration meetings as necessary. Convening meetings with individual musicians as necessary.
- Supporting the Orchestra and Concerts Manager in managing sickness and lateness procedures for the players and the engagement of deputies as required.
- Assisting with management of the WNO Orchestra 'Own Choice Day Off' and 'NA' records, and the engagement of deputies as required.
- Alongside the Orchestra and Concerts Manager, attendance duty at all Orchestra engagements, including sole attendance at UK opera touring and concert venues as appropriate. At such orchestra engagements, ensuring all relevant personnel are apprised of any specific information pertinent to the rehearsal or performance and ensuring that any last-minute issues are dealt with effectively.
- Assisting the Orchestra and Concerts Manager with the maintenance of orchestral personnel and payroll records with weekly updates being provided to the Finance and Human Resources Departments as appropriate.



- Assistance in orchestral recruitment and management of all Orchestra auditions in consultation with the Human Resources Department.
- Assisting with the management of the Orchestral Placement Schemes with the Royal Welsh College of Music and Drama.
- In co-ordination with the Music Department Administrator, managing all travel and accommodation arrangements for the orchestra, soloists, conductors, management and operations crew for WNO Orchestra concert touring.

#### **Departmental Management**

- Assisting with the raising of departmental invoices, monitoring incoming payments and processing outgoing payments, arranging fast and international payments where necessary, in liaison with the Music Department Administrator and the Accounts team.
- General departmental administration, maintaining and updating accurate records.
- Liaising with staff, clients, and across WNO departments.
- Co-ordinating internal and external communications.
- Attendance with, and deputising for, the Departmental Director and Orchestra and Concerts Manager at performances, national and local industry networking groups and other associated external events.
- Any other duties as may reasonably be required for the smooth running of Music Department business.

#### **Health & Safety**

The post carries responsibility for Health & Safety issues at Level 6 (see attached).

# **Assistant Orchestra Manager**

## **Person Specification**

### **Essential skills, knowledge and experience:**

- Very strong administrative and organisational skills.
- Able to communicate effectively at all levels.
- Highly organised and motivated, with the ability to motivate others.
- Totally 'can do' and problem solving in attitude.
- Not afraid of decision-making when surrounded by conflicting priorities.
- Energised by working in a solutions-based environment.
- Good 'people person', discreet, approachable, trustworthy, loyal and capable of maintaining respect throughout the Company management and from the orchestra players.
- Flexible with personal working practices and personal scheduling requirements.
- Strong knowledge of operatic and/or classical orchestral repertoire.
- Understanding of the way an artistic organisation works.
- Understanding the priorities and the way in which different artistic people like to work – conductors, musicians, instrumental soloists, singers.
- Knowledge and understanding of the technical environment around an orchestral and theatrical workplace.
- Computer literacy - Excel, Word etc
- Health and Safety and Noise at Work awareness.

### **Desirable skills and experience:**

- Specific and at least near-equivalent Orchestra or Concerts Management background in a recognised artistic company.
- Ability to travel as necessary in order to meet the requirements of the post.
- Ability to speak Welsh.
- Experience of managing people.
- Ability to drive.

## **Employee Benefits**

### **Pension**

All employees are automatically enrolled into WNO's Stakeholder Pension Scheme (the "Plan") or such other registered pension scheme as may be set up by the Company as a Qualifying Workplace Pension Scheme three months after joining the Company, subject to satisfying certain eligibility criteria.

### **Maternity/ Paternity/ Adoption**

We offer a generous scheme which provides payments in addition to statutory provisions.

### **Corporate Leisure – Gym Membership**

All employees are eligible to obtain the Active Corporate Card operated by Cardiff City Council which is available at a 25% reduced rate and covers various leisure facilities throughout Cardiff.

### **Discounts**

The Wales Millennium Centre offers discounts to residents at selected outlets within the building and selected restaurants around Cardiff Bay on presentation of ID cards.

### **Discounted Cinema Tickets from Cineworld**

Please contact HR for an access code.

### **Staff Parking Discount with Q Park**

We have a corporate rate with Q Park, Pierhead Street (opposite WMC).

## **Main Terms and Conditions**

- Salary £23,000 - £25,000 depending on experience per annum payable monthly by credit transfer to bank.
- The offer of an appointment is subject to receipt of two references that are satisfactory to the company.
- The appointment is subject to a probationary period of six months.
- Termination of engagement during the probationary period is by one months' notice on either side. Termination thereafter is by three months' notice on either side.
- Normal office hours are 9.30 to 5.30, Monday to Friday, with a 1-hour lunch break, but it should be understood the job involves regular work outside these hours and therefore there is a need to be flexible in working outside normal office hours and at weekends.
- Holiday entitlement is 25 days per annum (pro rata during first year of employment).
- Sickness benefit during the probationary period is at the statutory minimum. Entitlement after completion of the probationary period (26 weeks qualifying period) is a maximum of 13 weeks at full salary and 13 weeks at half salary, inclusive of statutory sick pay in both cases.
- The Company offers a contributory pension scheme.

# **Health and Safety**

## **Individual Responsibilities**

All Employees

(Level 6)

**Every employed person, including Managers.**

### **Responsibilities**

All employees are responsible for:-

The observance and implementation of rules and systems which are derived from the Health and Safety Policy and the arrangements for its implementation.

Taking reasonable care for their personal health and safety and that of fellow employees and others who may be affected either directly or indirectly by their acts or omissions at work.

Reporting promptly to the appropriate Manager potential or actual hazards and defects.

Taking part in any health and safety training considered by the Company to be necessary in order to comply with the Company Health and Safety Policy and current legislation.

Knowing the correct action to be taken in the event of an accident, fire or other emergency.

Co-operating with Management and other employees in meeting statutory requirements.

Not interfering with or misusing anything provided to protect their health, safety or welfare which is required by legislation and using any machinery, equipment, substance or safety device in accordance with any training and instruction.