



Artistic Planning Officer Job Description

Job Title:	Artistic Planning Officer
Reports to:	Artistic Planning Manager
Supervises:	No direct reports but may lead colleagues in project groups
Term:	Permanent, full-time
Salary:	£26,000 – £28,000 (depending on experience)

RSNO Overview

The RSNO is Scotland's national symphony orchestra and one of the five National Performing Companies, supported by the Scottish Government. The RSNO is a symbol of Scottish cultural excellence. Established in 1891, it continues to deliver the highest quality musical experience and enjoyment throughout Scotland, which has been shared by generations.

The Artistic Planning Department

The Artistic Planning Officer works in the Artistic Planning Department. The department is headed by the Director of Artistic Planning and comprises the Artistic Planning team (Artistic Planning Manager and Artistic Planning Officer), the Choruses and Library. The Director of Artistic Planning has management responsibility for the team and line-manages the Artistic Planning Manager. The Artistic Planning Manager line-manages the Artistic Planning Officer.

Purpose of Role

The postholder will support the organisation of orchestral activity on the concert platform at home, abroad and in the recording studio, and support the coordination of Artistic Planning projects with other departments. The Artistic Planning Officer is the principal administrative contact point for internal and external stakeholders. Areas of responsibility may develop from time to time according to the Department's overall workload, business priorities and postholder's individual strengths.

The Artistic Planning Officer may contribute to the programming of concerts through desk research and is encouraged to be proactive in suggesting such assignments and seeking ways to support the development of the Orchestra's artistic profile.

Principal Relationships

External: contractors, artists, composers, artists' agents and managers, international and national promoters, recording clients.

Internal: Director of Artistic Planning, Artistic Planning Manager, Chief Executive, Artistic Adviser, Chorus, Library, Orchestra Management, Stage and Production, Learning and Engagement, Finance, Music Director, Principal Guest Conductor.

Key Responsibilities

The Artistic Planning Officer supports the Director of Artistic Planning to deliver orchestral activity.

Description

1. Assist with the planning and delivery of the Orchestra's schedule, including but not limited to co-ordinating self-promoted concerts with hired engagements, recordings, artist negotiations and other work, e.g. recruitment of the RSNO Assistant Conductor.
2. Maintain excellent records and systems in support of the planning and contracting activities of the Orchestra.
3. Issue the Orchestra's schedules and amendments where necessary, ensuring their timely publication in line with contractual requirements.
4. Book and coordinate artists' transfers and hotels.
5. Act as principal administrative liaison for internal and external stakeholders for projects in their workstream, compiling and ensuring timely dissemination of comprehensive artist itineraries.
6. Support the scheduling, budgeting and organisation of international, national and regional tours, and own promotions.
7. Work with the Artistic Planning Manager on touring logistics and administrative matters such as hotels, flights, cargo, local transport, documentation and technical needs, negotiating requirements with local agents or promoters directly and, on occasion, travelling with the Orchestra on tours.
8. Work closely with the Director of Artistic Planning and Artistic Planning Manager to secure hired engagements and recording opportunities for the RSNO.
9. Support the logistics required for bookings related to the RSNO's recording studio and the hosting of clients during sessions.
10. Finalise and issue contracts, raise and process invoices in cooperation with the Orchestra's Finance team.
11. Provide administrative support for the Artistic Planning Department and Chief Executive, including minuting meetings with staff and ad-hoc committees in the Orchestra.
12. Ensure the highest standards of artist and client care are maintained.
13. Take part in concert duty rotation, including driving artists to venues and providing artist care and hospitality at any type of project, including those outwith their workstream.
14. Support the Chief Executive's, Director of Artistic Planning's and Artistic Adviser's diary management.
15. Support colleagues with their work, principally but not exclusively in the Artistic Planning Department, in periods of exceptional workload in coordination with the Director of Artistic Planning.
16. Provide administrative support to the Music Director.
17. Act as holiday and sickness cover for other team members and deputise as appropriate in their absence.
18. Contribute to researching artists and repertoire for the development of RSNO programming.
19. Any other reasonable duties as requested.

Person Specification	Criteria
Educations/qualifications	<ul style="list-style-type: none"> • Degree in Music or equivalent • Driving licence valid in the UK
Essential skills	<ul style="list-style-type: none"> • Excellent administrative and organisational skills • Excellent client and artist management skills • Ability to prioritise a busy workload • Excellent written and verbal communication skills • Excellent IT and administration skills, including database management, Excel, Word, Outlook and PowerPoint • Excellent interpersonal skills • Good driving experience, including late at night • Ambition to succeed by going beyond what is expected
Desirable experience	<ul style="list-style-type: none"> • Considerable repertoire knowledge • Proven track record of working with orchestral musicians, international artist managements and/or artists • Experience of using orchestra management software systems – the RSNO uses #DIESE.
General competencies	<ul style="list-style-type: none"> • Planning and prioritisation • Information management • Relationship management • The confidence to represent and advocate the RSNO at external events • The ability to work with tact and discretion when dealing with confidential matters • A ‘can-do’ attitude and the willingness to assist other colleagues with their tasks • Highly motivated, pro-active and results driven • Attention to detail • Highly organised and self-motivator with the ability to remain calm under pressure
Other	<ul style="list-style-type: none"> • Flexibility to work weekends and evenings

Location: The RSNO currently offers a hybrid working model with a minimum of two days a week in the office, subject to the requirements of the job. The office is based at RSNO Centre, 19 Killermont Street, Glasgow, G2 3NX.

Hours of work: Office hours are 9:00am to 5:00pm or 9:30am to 5:30pm, but the post holder will be expected to work as the job requires, including some evenings and weekends for which reasonable time off in lieu will be agreed with the line manager.

Holidays: 25 days plus 13 public holidays per annum, pro rata.

Pension: Contributory pension scheme available.

Application Process

Applicants should email a CV and covering letter to recruitment@rsno.org.uk for the attention of Xander van Vliet, Artistic Planning Manager. Please include your name and the job title in the subject header. Deadline to apply is **Sunday 21 September 2025, 23:59**. Interviews will be held week commencing 29 September 2025.