



Projects and Tours Manager

Job Description

ROLE

Position	Projects and Tours Manager
Reports to	Senior Tours Manager (STM)
Salary	£35,000-£38,000 per annum, depending on experience
Location	Wembley Park, London, HA9 0BP and wherever the Orchestras are working Option to work 2 days per week at home, subject to project requirements
Contract	Permanent, Full Time
Working hours	9.30am-5.30pm Monday to Friday plus some evenings and weekends on a regular basis

APPLICATION AND INTERVIEW DATES

Application deadline	Thursday 30 July, 5pm
First round interview	Wednesday 5 August and Thursday 6 August
Second round interview	Wednesday 12 August and Thursday 13 August
Format of application	Apply at Projects and Tours Manager with a CV and covering letter addressed to Rose Hooks, Senior Tours Manager
Application information	Please see our Guide for applicants and our website www.rpo.co.uk Applicants must have the right to work in the UK

PURPOSE OF THE ROLE

The Royal Philharmonic Orchestra (RPO) and Royal Philharmonic Concert Orchestra (RPCO) deliver a varied and busy programme of work in the UK and abroad as part of RPO Ltd.'s mission to deliver music of the highest quality to the broadest range of audiences. UK engagements vary from concerts at the Royal Albert Hall where the RPO is Associate Orchestra, to working with artists from the pop and rock world in a range of performance settings away from the concert hall, such as stadium and arenas, historical buildings, and festival stages.

The purpose of the role is to support a range of projects for both Orchestras, leading on project management and delivery. The role provides support to the Director of Artistic Planning and Partnerships (DAPP) and the Senior Tours Manager (STM) with managing and delivering international touring projects, and provides support to the RPCO General Manager with UK projects. The role also undertakes a range of other RPO projects as directed by the Concerts Director or the DAPP.

UK PROJECT MANAGEMENT

Project Planning

- Liaise with promoters, producers, artists and agents to ensure effective planning for concerts, rehearsals and occasionally recordings, including ascertaining rehearsal requirements, dealing with music queries and finalising orchestration details for the Orchestra
- Undertake availability checks at venues and book rehearsal spaces as required
- Ensure that all printed music is sourced for the Orchestra, liaising with the RPO Librarian as required
- Liaise with the Orchestra Managers and Stage Team to ascertain personnel and logistical requirements for the Orchestra, ensuring these are factored into project plans and communicated effectively
- Oversee production of technical riders to promoters and venues/other performance settings regarding all requirements for the Orchestra (including stage plans, audio, lighting and backstage requirements) and ensure necessary conditions are in place for the musicians to perform at the highest level
- Keep updated of changes to ABO/MU Agreements and work with the Concerts Director to ensure that all health and safety policies are factored into logistical planning, including undertaking Risk Assessments.
- Plan and deliver all activity within agreed timescales and budgets
- Attend advance production meetings as required
- Produce management schedules and/or orchestra Memos for circulation to players and external parties, with assistance from the PA & Projects Assistant

Contracts and Finance

- Issue Engagement contracts as required by the RPCO General Manager;
- Ensure that settlements have been received and invoices issued via the finance department, with assistance from the PA & Projects Assistant;
- Work with the RPCO General Manager to ensure that accurate records of expenditure are kept and monitor project expenses against the budget.

Administration

- Input into the monthly booking schedules regarding project information, ensuring accuracy and that all parties are liaised with during its collation;
- Ensure all necessary parties (including Orchestra Managers, Librarian, Stage Team) are informed of subsequent changes/additions to the work schedule;
- Maintain the Orchestra's online diary (ArtsVision) and databases with project information as required
- Ensure that MU forms relating to filming/recording are distributed and collated as required, with assistance from the PA & Projects Assistant

Project Attendance

- Travel to and attend UK concerts, rehearsals, occasional recording projects, and other events as required, working with the on-site team to ensure events run smoothly and to ensure clients adhere to the requirements of the Orchestra's technical rider.

INTERNATIONAL TOURING

Tour Administration

- Liaise with tour promoters, agents and venues as appropriate to agree the best possible tour schedule including suitable travel itineraries, instrument load-in and set-up details and sufficient and appropriate rehearsal times for selected tours;
- Manage the logistical arrangements and requirements for the orchestra and individual artists as required by the tour schedule including flight and hotel bookings, ground transportation and overseeing the preparation of flight and hotel lists as well as other tour-related documentation;
- Ensure that Arts Vision (the Orchestra's diary database) is updated frequently for selected RPO and RPCO touring projects including tour schedule information, details of artist bookings, repertoire, orchestrations, personnel details and relevant documentation for each project;
- Be responsible for the overall preparation and production of player, artist and production tour schedules and ensure effective liaison and communication with all relevant parties;
- In conjunction with the STM, DAPP and RPCO General Manager as appropriate, ensure tour and artist contracts are successfully negotiated and issued accordingly;
- Ensure the successful financial administration of selected tours included managing and updating detailed tour budgets, invoicing, per diem payments, post-tour financial reconciliations and overseeing the provision of all necessary tax documentation as required;
- Work closely with the Tours Coordinator to ensure A1 Certificates for the touring party are applied for and renewed in a timely manner when required;
- Assist with the preparation of the Orchestra's monthly booking schedules ensuring all necessary information relating to selected touring projects has been included;
- Liaise with the Stage Operations Manager to establish the international transportation requirements of all instruments and equipment travelling by truck or air freight for selected tours, obtain cargo quotes, oversee the compilation of all relevant instrument details and prepare and submit ATA carnet applications
- Ensure the timely production of all technical riders and stage plans for all selected tours and communicate these in advance to the relevant venues, promoters and agents;
- Research visa/work permit requirements and effectively manage application procedures and timelines to ensure that all visas/work permits are obtained as required for selected tours;
- Liaise with the Tours Coordinator to ensure UK rehearsal venues for selected touring projects are appropriately sourced and booked in a timely manner;
- Liaise with the Marketing Team to ensure concert programmes and other publicity materials are accurate and up-to-date;
- Recording incidents arising on tours, including medical issues, damages and losses. Reporting to insurers and the Finance Director and updating the STM.

Tour Management

- Attend, lead and manage selected RPO and RPCO touring projects to ensure the smooth running of each tour;
- Supervise group airport and hotel check-ins and oversee all transfers;
- Act as the primary point of contact for promoters, artists, agents and/or venues whilst on selected tours to ensure that all tour logistics and the requirements of the Orchestra and Artists are delivered as agreed;
- Take overall responsibility for managing any issues which occur on tour, liaising with all relevant parties to resolve problems and making every effort to maintain the tour schedule;
- Provide necessary support and assistance on tour to the players, artists and staff to ensure the day-to-day welfare of the touring group

Other duties

- Contribute to the overall work of the Concerts team.
- Any other duties as reasonably required by the Company.

PERSON SPECIFICATION

The post-holder must be able to demonstrate the following:

- Proven experience in tour management in a similar capacity for an orchestra, ensemble, agency, promoter or venue including dealing with successive tour cycles and a track record of maintaining and improving tour practices;
- Knowledge of international visa, tax and administrative issues;
- Excellent organisational skills with attention to detail and a high level of accuracy;
- Excellent multi-tasking skills;
- Excellent communication skills and the ability to converse with a wide range of stakeholders;
- A good knowledge and understanding of the needs and requirements of the orchestra sector and orchestral repertoire;
- Ability to problem-solve under pressure and to quickly identify solutions;
- Ability to prioritise whilst also working across a range of demands on a daily basis;
- Ability to work well both independently and as a team player;
- Skilled at working to deadlines and the dissemination of information;
- Good level of numeracy and excellent IT skills including experience of working with Excel spreadsheets.

Desirable:

- Knowledge and experience of delivering tours across a range of different territories e.g. Europe, North America, Asia;
- Experience of adapting to new software programmes (training will be provided);
- Experience of negotiating fees and expenses;
- An understanding of the self-governed orchestra business model;
- Working knowledge of current MU/ABO, BPI and PACT regulations.

ADDITIONAL BENEFITS

- 25 days' annual leave per annum
- 8 Bank holidays
- Entitlement to leave during the Company's annual (Christmas) shut down (generally 3 days)
- Time off in lieu (TOIL) for work on weekends or Bank holidays
- Pension scheme with an employer contribution up to 6% salary
- Interest-free loan for an annual travel season ticket after 6 months