

Job Description

Job Title	Music & Orchestral Services Manager
Location	Glasgow – required to tour with the company, and attend meetings/ events regionally, nationally and internationally, as required.
Team	Music
Key Relationships	
Reports to:	Executive Director
Direct Reports:	Scottish Ballet Orchestra members, company pianists, freelance/ contract music staff.
Key relationships:	<p>The position also works closely with the CEO/Artistic Director and Principal Guest Conductor.</p> <p>The position liaises with the Head of People & Wellbeing, the Artistic team, the Technical Director and Company Manager.</p> <p>During peak touring periods additional operational support is provided, as appropriate.</p> <p>Requires the ability to build excellent rapport with guest artists, choreographers, conductors, musicians and teachers, music publishers, libraries and copyright control, touring venues, instrument hirers and retailers, artistic agents, the RCS, and the Musician's Union.</p>
Purpose	
To manage the logistical and functional operations of Scottish Ballet's music department and Scottish Ballet Orchestra, ensuring that high-quality musical output, efficient administration, and support for the Company's creative vision and objectives are achieved.	

Key Responsibilities

- To confidently manage the operational and logistical functions of the Scottish Ballet music department and orchestra.
- Guide and motivate members of Scottish Ballet's music team and musicians, seeking the highest musical standards and ensuring the company's reputation for excellence.
- To deliver the company's music functions within approved financial parameters and regulatory compliance.

Functions

- Oversee the programming and production process regarding music provision.
- Develop and control music department budget.
- Prepare and manage the orchestra rehearsal schedule liaising closely with the Principal Guest Conductor.
- Ensure adequate logistical preparations for rehearsals, performances and touring.
- Oversee musician contracting and roster management. Ensure attendance records are maintained for HR and Finance purposes, including preparing fee documentation.
- Oversee all health and safety requirements for the Scottish Ballet Orchestra, in accordance with legislative requirements. This responsibility includes risk assessments, accident reporting, and noise monitoring; and making appropriate recommendations, implementing agreed measures, or initiating training as required by policy or legislation.
- Lead on the company's educational partnerships, such as the MMus student course, liaising closely with the Company Pianist and the RCS MMus Piano for Dance Programme coordinator, in the delivery and development of the course.
- Be the key point of contact at Scottish Ballet for the MMus Repetiteur students and staff, with responsibility for their academic, professional, and pastoral care (in conjunction with relevant Scottish Ballet and RCS staff).
- Manage the audition panel and process to identify, recruit and appoint members of the Orchestra (in conjunction with the Principal Guest Conductor, Leader and Section Leaders).
- Coordinate temporary/freelance music staff and guest artists (in conjunction with the Principal Guest Conductor and Executive Director).
- Maintain and update the music library, including sourcing and coordinating orchestral scores and parts.
- Assist the Conductor and Scottish Ballet Orchestra Leader to mark up, correct and maintain orchestral scores and parts as necessary.
- Negotiate music licensing and royalty agreements for all music usage including recorded music for tours, music used for online content, and copyright and licensing compliance.
- Maintain the music library and archive ensuring they are well ordered and catalogued.
- Oversee the upkeep and upgrade of musical instruments owned by the Company; organise and manage the store and hire of instruments as required.

Desirable Qualifications & Experience

- A music degree and/or extensive orchestral performing experience.
- Breadth of experience in managing musicians, music staff or departments.
- Excellent knowledge of musical repertoire.
- Proven understanding of rehearsal and performance etiquette and procedures within a dance company.
- Ability to prepare orchestral material and piano scores for productions.
- Understanding of orchestral touring, including maintaining discipline and morale.
- A working knowledge of desktop music publishing (Sibelius preferred).
- Experience in budget management and development.
- Thorough, accurate and able to work calmly under pressure and to tight deadlines.
- Sound knowledge of Windows-based products, including Word, Outlook, and Excel.

General Characteristics

- Excellent communication skills, both written and oral, and able to exhibit tact and diplomacy.
- A first-class relationship builder with a flexible style.
- Excellent planning capability with the skills to use resources effectively and efficiently.
- Excellent organisational and delegation skills.
- A positive, proactive, and flexible approach, particularly regarding working hours, touring and travel.
- A friendly disposition, but with the ability to command authority.
- Respect for confidentiality.

Created By:	ML/MS/LD	PWB:	Louise Devlin
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