



## Orchestra and Projects Officer

### Job Description

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<b>Job Title:</b>	Orchestra and Projects Officer
<b>Reports to:</b>	Head of Orchestra Management
<b>Salary:</b>	£26,000 - £28,000 (depending on experience)
<b>Contract:</b>	Permanent

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#### 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 Concerts Department

This role is part of the Concerts department. The department consists of: Planning (Director of Artistic Planning, Artistic Planning Manager, Artistic Planning Officer, Head of Library Services, Library Assistant and Chorus Manager), Orchestra (Head of Orchestra Management, Deputy Orchestra Manager, Orchestra & Projects Officer and Production (Head of Production, Stage Manager, Deputy Stage Manager).

#### Purpose of the Role

This role supports the administration and delivery of the Orchestra's rehearsal, recording, and concert schedule, while also working with the Engagement and Development departments to plan and deliver small-ensemble projects outwith the core orchestral activity. Additionally, this role supports the Head of Orchestra Management and Deputy Orchestra Manager in contracting self-employed musicians when necessary.

#### Principal Relationships

External:

- Self-employed musicians
- Visiting artists and conductors
- Venues

Internal:

- Head of Orchestra Management
- Deputy Orchestra Manager
- Orchestra musicians
- Musician representatives
- All Concerts, Engagement, and Development department members

## **KEY RESPONSIBILITIES**

1. Working with the Engagement and External Relations departments to schedule, plan, and deliver non-symphonic projects, including fixing players.
2. Leading on the orchestral recruitment process under the supervision of the Head of Orchestra Management and/or Deputy Orchestra Manager.
3. Supporting delivery of the Orchestra's schedule, including transport arrangements.
4. Assisting the Head of Orchestra Management and Deputy Orchestra Manager in contracting self-employed musicians when necessary.
5. Generally supporting the administration and delivery of the Orchestra's activity, including touring.
6. In rotation as part of the Concerts department, serving as Duty Manager at concerts, recording sessions and rehearsals as required.
7. Serving in artist care, including providing transport, as required.
8. Undertaking any relevant training as required.
9. Any other such duties as may reasonably be required by the Head of Orchestra Management and/or Chief Executive.

Person Specification	Criteria
Educations/qualifications	Degree in Music or equivalent
Experience	<ul style="list-style-type: none"> <li>• Experience working for a music organisation</li> <li>• Experience in an administratively demanding role</li> <li>• Experience in project delivery</li> </ul>
Specific skills	<ul style="list-style-type: none"> <li>• Excellent administration skills</li> <li>• Excellent interpersonal skills</li> <li>• Fluent IT skills within standard Office package, particularly Excel</li> <li>• Experience with #DIESE (desirable but training can be given)</li> <li>• Ability to manage multiple deadlines and a complex workload</li> <li>• Excellent written and verbal communication skills</li> </ul>
Personality Specifications	<p><i>A successful candidate will be:</i></p> <ul style="list-style-type: none"> <li>• A team player who works well collaboratively to assist other members of the team to meet shared objectives</li> <li>• Able to build and manage relationships with internal and external stakeholders</li> <li>• Able to respond well to change in a proactive and problem-solving manner</li> <li>• Able to work with tact and discretion when dealing with confidential matters</li> <li>• Highly motivated, pro-active, and results driven</li> <li>• Attention-oriented and organised</li> <li>• Highly organised and self-motivated with the ability to remain calm under pressure</li> <li>• Ambitious to succeed by going beyond what is expected</li> </ul>
Other	<ul style="list-style-type: none"> <li>• Prepared to work weekends and evenings</li> <li>• Clean driving licence</li> </ul>

### Additional Information

**Location:** The job is based at the RSNO Centre, 19 Killermont Street, Glasgow, G2 3NX with flexibility to work from home on some days.

**Contract:** Full-time, permanent

**Holidays:** 25 days plus 13 public holidays

**Pension:** Contributory pension scheme available

**Start date:** October/November 2025

### Application Process

Applicants should email a CV detailing relevant experience and covering letter explaining how you meet the job description's criteria to [recruitment@rsno.org.uk](mailto:recruitment@rsno.org.uk) for the attention of Matthias van der Swaagh. Please include your name and the job title in the subject header.

The RSNO is an equal opportunities employer, welcoming applications from individuals regardless of background and encouraging applications from under-represented groups. The RSNO is supported by the Scottish Government and local authorities in Scotland.

**CLOSING DATE:** Friday 19 September at 10am.

**INTERVIEWS:** The first round of interviews will be during week commencing 29 September 2025. A second round (if necessary) will take place the following week.