



WORK WITH THE CBSO

Assistant Platform Manager (Fixed Term Contract)

The Assistant Platform Manager is responsible for assisting in the daily logistics for the operation of the CBSO's rehearsals and performances in the UK and beyond. As well as having responsibility for the management of the CBSO's transport and casual team.

HOURS: 40 hours per week

SALARY: 29744.09

LOCATION: Birmingham based but with a regular requirement to travel in the UK and internationally

REPORTING TO: Platform Manager

REQUIREMENTS: Full Clean HGV Driving License

DEADLINE TO APPLY: 6pm, Friday 31st October 2025



ABOUT THE CBSO

The City of Birmingham Symphony Orchestra (CBSO) is an internationally celebrated symphony orchestra, at home in Birmingham. A family of 90 incredible musicians, led by Chief Conductor and Artistic Advisor Kazuki Yamada, proud to make exciting musical experiences that matter.

Resident at Symphony Hall, the orchestra performs over 150 concerts each year in Birmingham, the UK and around the world, with music that ranges classics to contemporary, soundtracks to symphonies, and everything in between. For more than 100 years, it has been involved in every aspect of music-making in the Midlands, and through its wide-reaching community and education projects, and family of choruses and youth ensembles, this continues to grow. Helping to build a life-long love of music for audiences, communities and musicians across Birmingham, the West Midlands and beyond.

OUR COMMITMENT TO EQUALITY AND DIVERSITY:

The CBSO is an equal opportunity organisation: we value diversity in our organisation and welcome applications from everyone. We consistently monitor our recruitment process to ensure that individuals are selected based on their relevant merits and abilities and receive equal treatment.

You will be welcomed at the CBSO and will find an inclusive environment where different views and experiences are valued, and everyone is able to be themselves. We recognise and understand the importance of diversity and inclusion and want our organisation to be representative of the audiences, people and communities we serve.



KEY RESPONSIBILITIES

- Working alongside the Platform Manager to be responsible for the day-to-day logistic requirements of the CBSO in relation to hall settings for performances and concerts wherever they are scheduled to take place.
- Working alongside the Platform Manager to be responsible for hall setting, platform arrangements for rehearsals and performances, including laying out risers, chairs, acoustic and electrical instruments, music stands and trays, acoustic screens, technical equipment, lighting and sheet music.
- To assist with the transportation, care, storage and, where necessary, maintenance of the CBSO's instruments, instrument cases and associated equipment.
- To act as a driver and travel with the CBSO, both within the UK and overseas, to ensure that instruments and equipment are transported safely and that the CBSO's rehearsal/concert requirements are met.
- To be responsible for the management and driving of the CBSO's vehicles, ensuring correct recording and documentation is complete and that the vehicles are always roadworthy and in good condition.
- To manage the CBSO vehicles Tachograph alongside the Platform Manager to ensure legal and safety requirements are met- including hired replacement or alternative vehicles.
- To deputise for the Platform Manager, liaising with and providing support to the Orchestra Manager or relevant Duty Manager during orchestra rehearsals, venue preparations and concert activities
- To assist in the organisation of orchestra refreshments when these are not available from other sources.

- To fulfil all the above duties, when required, for small ensembles attached to the CBSO and for the CBSO Youth Orchestra as listed in the CBSO advance and work Schedules. (For the avoidance of doubt these will be unlisted or listed as Orchestra A in the printed schedule.)
- To act as Duty Manager for all CBSO ensemble activities within the CBSO Centre, as and when required.
- To assist in the booking and management of permanent and/or casual staff attached to the orchestra platform team.
- To ensure that all relevant documentation such as casual time sheets and purchase orders are accurately raised and submitted to finance in a timely manner for each month's processing.
- To be proactive in promoting best practice regarding health and safety and working practices.
- To contribute generally to management of the CBSO, ensuring that personal qualifications and standards are maintained.
- To undertake additional duties within the appropriate skill set as and when the need of the business requires it, at the direction of the Platform Manager or Department Director.



PERSON SPECIFICATION

THE SUCCESSFUL CANDIDATE WILL HAVE:

- A knowledge of orchestral platform setting for both symphonic and small ensemble
- A full clean HGV driving license of the appropriate class(es)
- Passport holder with the ability to travel internationally as required.
- Knowledge of H&S and stage requirements
- Organised and reliable with excellent attention to detail
- Able to prioritise and handle multiple tasks within a fast-paced environment
- Willingness to keep up to date with the latest requirements for travel and logistics, be a flexible team player who is willing to take the lead on tasks and relationships when it's appropriate to do so.
- Have an enthusiasm for orchestral music and the broader societal mission of the CBSO.



HOW TO APPLY

To apply for the Assistant Platform Manager Role please send a CV and a supporting statement of no more than two pages of A4 to Marlene McDonald, HR Manager at mmcdonald@cbso.co.uk

We ask that you complete the equal opportunities information online when you submit your application. The information collected will be treated as confidential and used for to help the CBSO improve its approach to becoming a more diverse and inclusive organisation. It will not be treated as part of your application.

Finally, please ensure that you have included your contact number and email address, as well as any dates when you will not be available or might have difficulty with the indicative interview timetable.

RECRUITMENT TIMETABLE:

Application deadline: Friday 14th November 2025

Interviews: W/C Monday 01 December 2025

If you wish to have an informal discussion about this role, please contact Peter Harris, Platform Manager, on pharris@cbso.co.uk