



BIRMINGHAM ROYAL BALLET

Royal Ballet Sinfonia

The orchestra of Birmingham Royal Ballet

Assistant Orchestra Manager

Contract	Full-time, permanent
Start date	June 2026
Salary	£28,000 per annum
Location	Birmingham/London, and wherever the orchestra is performing, rehearsing or recording
Reporting to	Head of Orchestra

Purpose of the Role

The Assistant Orchestra Manager is a crucial role working in the Royal Ballet Sinfonia team, supporting the Orchestra Manager, Head of Orchestra and Music Director to deliver productions in Birmingham, on tour in the UK and occasionally on tour internationally.

The Royal Ballet Sinfonia is a 46-piece orchestra, expanded to the needs of the repertoire. All musicians are employed for 35 weeks a year to perform primarily for Birmingham Royal Ballet's main season productions.

In addition to the main season, the Sinfonia are engaged on a regular basis to perform for the Royal Ballet in Covent Garden, for international guest ballet companies performing in the UK, and for concerts, tours and recording sessions for external promoters.

Duties

- Key contact and main administrator for all Training Schemes: Royal Birmingham Conservatoire, Royal College of Music and Royal Academy of Music, and any LEAP work across BRB
- ExpenseIn: uploading and approving all expenses for the orchestra via the ExpenseIn programme
- Working with the Music Director to create, update and disseminate Conductor Schedules

- Creating and issuing the Constant Lambert Fellow schedule, including being main point of contact for any CLF for expenses, payments, logistics etc
- Creating all purchase orders & sales invoices on Access
- Booking in all piano moves, hires and piano tunes for Birmingham and touring venues, assisting Head of Orchestra with budgeting for these costs
- Running all orchestra auditions in collaboration with Orchestra Manager. Administration for recruitment processes including advertising positions, collating audition booklets, collating applications, running auditions, attending panel meetings and taking minutes of those meetings
- Running rehearsals and performances with, and in the absence of, the Orchestra Manager
- Administration relating to member and freelancer attendance, payments and expenses
- Taking minutes for Orchestra Committee meetings, and any other meetings relating to Orchestra business as required
- Collating hotel lists for hotels, working closely with Company Management for tours
- Attend technical meetings for all tours and produce technical riders for venues
- Work in collaboration with Health and Safety Manager and Orchestra Manager to take noise meter readings and disseminate results. Assisting the Orchestra Manager to organise hearing tests and moulded ear plug fittings for orchestra as and when necessary
- In collaboration with the Orchestra Manager, running the orchestra Instagram page including creating content if necessary
- Support the Orchestra Manager with Fixing as and when necessary
- Completing BPI/PACT forms for all recording sessions
- International tour administration as and when necessary
- Assisting Librarian with string bowings or other library duties as required
- Attending get-in and get-outs at venues, including at orchestra alone rehearsals and any external engagements (eg commercial recording sessions). If attending get-in or get-out, setting the orchestra pit including:
 - Setting chairs / stands and lit stands
 - Setting out percussion instruments, keyboard instruments and harps
 - Setting out library music
 - Setting out acoustic screens if necessary or if requested
 - Ensuring the pit is left safe for players - for example, cables and wiring taped down, pathways free of obstacles, low ceiling marked by tape etc.
- Any other reasonable duties as required

Person Specification

The successful candidate will be able to demonstrate the following skills and experience:

Essential

- Demonstrable experience in event and/or people management
- Experience and knowledge of working in an orchestral environment
- Knowledge of instrumentation and understanding of orchestrations
- Excellent attention to detail and working to tight deadlines
- Excellent communication skills
- Excellent interpersonal skills and ability to work as part of a team, as well as working independently
- Commitment to working unsocial hours, travelling for work, and being on call to fix emergency replacements
- Good IT knowledge and ability to embrace new processes and IT systems

Desirable

- Knowledge and understanding of the needs and requirements of orchestral musicians.
- Experience of ballet repertoire and orchestrations
- Experience or working knowledge of MU contracts
- Experience in a theatre or with larger scale productions

Find out more about the [Royal Ballet Sinfonia](#)

To apply:

To apply to for this position, please submit an updated CV and a covering letter of no more than one A4 page, explaining your interest in the role and the skills and experiences you will bring, to jobs@brb.org.uk, with the subject line “Assistant Orchestra Manager”.

In your email, please indicate where you saw this position advertised.

Eligibility: Applicants must be eligible to work in the UK.

Diversity Statement: Birmingham Royal Ballet encourages applications from those from ethnically diverse backgrounds, as we strive to improve representation.

As part of the application process, candidates must also complete the Equal Opportunities Monitoring form: <https://forms.office.com/e/FWeBDBArrY?origin=lprLink>

Closing date for applications:

Tuesday 7 April

Interviews

First Round: Mon 13 / Tue 14 April 2026 (Online)

Second Round: Thu 23 / Fri 24 April 2026 (London in-person)

