

WORK WITH THE CBSO

# STAGE AND TRANSPORT MANAGER



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The Stage and Transport Manager is responsible for managing the daily logistics of the Platform Team in the operation of the CBSO's rehearsals and performances in the UK and beyond. This includes line management responsibility of the Assistant Platform Manager as well as a team of casuals.

The Stage and Transport Manager will ensure that the immediate logistical requirements for the players are in place at all rehearsals and performances and that the legal, Health & Safety and financial requirements of the department are met.

HOURS: 40 hours per week annualised.

HOLIDAYS: 25 Days pro rata plus bank holidays

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

REPORTING TO: Director of Orchestra Operations

REQUIREMENTS: Full Clean HGV Driving License (Training may be offered for a suitable candidate) Valid passport for international travel

SALARY: £36,000-£40,000 (Depending on experience)

# 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

- Plan, lead and be responsible for the day-to-day logistic requirements of the CBSO, associated ensembles and learning and engagement activities in relation to all hall settings for performances and concerts wherever they are scheduled to take place.
- To lead in hall setting, platform arrangements for rehearsals and performances, including load-in and load out, setting out risers, chairs, acoustic and electronic instruments, music stands and trays, technical equipment, Health & Safety equipment such as instrument stands and sound screens, stand lights, and sheet music where required. Ensure appropriate risk assessments and controls are completed in advance and appropriate staffing and resources are deployed to ensure safe operation for the above.
- To lead on planning and managing the transportation, care, storage of all instruments and, where necessary, maintenance of the CBSO's instrument cases and associated equipment.
- To work effectively with musicians and technical production colleagues to ensure that all instruments are available for each session, in particular liaising with the Percussion / Timpani sections regarding instruments and layout required.

- Liaise with all venues and plan necessary site visits as required to ensure appropriate access and stage requirements are fulfilled.
- To be responsible for Health & Safety in the Platform Team and to regularly attend Health & Safety committee meetings to ensure best practice and to raise awareness of potential issues. This will include the loading and unloading of all instruments complying with all Health & Safety legislation.
- Reporting to the Director of Orchestra Operations, you will also work with Orchestra Management, Artistic Planning & Touring, Technical teams (Internal and external) and Learning & Engagement Teams to ensure that stage plans are produced for all rehearsals and concerts in a timely manner. Also to work alongside the Hearing Protection Team (HPT) attending scheduled meetings to ensure that rotations and other HPT initiatives are considered and followed.
- Deployment, maintenance and data collation for Casella Noise monitoring system
- To act as a secondary driver and travel with the orchestra or its associated ensembles, both within the UK and overseas, ensuring that instruments and equipment are transported safely and that the CBSO's rehearsal and concert requirements are met.
- Ensure compliance with all UK and EU driver guidelines for commercial drivers.
- 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 a good condition as well as preparing logistical information for touring requirements. These will include but are not limited to: ATA carnet, Import and Export Documentation, Musical Instrument Certification (CITES) and other transportation requirements such as travel permits and driving dispensations.
- To manage the CBSO's vehicle tachograph, with input from the Assistant Platform Manager, to ensure that all legal and safety requirements for the said vehicle or hire/replacement vehicle(s) are met.
- To liaise with and provide support to the Orchestra Manager, Artistic Planning Team or relevant Duty Manager during rehearsals, venue preparations and concert activities.
- To fulfil all the above duties, when required, for all CBSO ensembles and for the CBSO Youth Orchestra as detailed in the work and advanced schedules.
- To act as Duty Manager for all CBSO ensemble activities within the CBSO Centre, as and when required. Duty Managers are required to be Fire Marshalls and First Aiders. Appropriate training will be offered if required.
- To assist in the booking, management and financial documentation of permanent and/or casual staff attached to the orchestra or ensemble platform team - liaising with CBSO Centre Team to maximise efficient use of casual staff.
- To ensure that all relevant documentation such as casual time sheets and purchase orders are all raised and submitted to finance in a timely manner for each month's processing using the current appropriate systems.
- To manage the Platform team's budget alongside the Director of Orchestra Operations.

- To be proactive in promoting best practice regarding Health & Safety and working practices as well as ensuring the appropriate departments' risk assessments are produced and reviewed regularly.
- Enact environmental initiatives undertaken within the Platform Team and adhere to best environmental practice, including efficient travel, transport, power saving and safe disposal of equipment.
- To contribute generally to the efficient management of the CBSO, ensuring that personal qualifications and standards are maintained whilst ensuring that the Platform Team have the appropriate technical and technological skills in an evolving workplace.
- To undertake additional duties within the appropriate skill set as and when the need of the business requires at the direction of Director of Orchestra Operations or Chief Executive.

# PERSON SPECIFICATION

## ESSENTIAL SKILLS

- Proven experience of orchestral platform setting for both symphonic and small ensembles.
- A full clean HGV driving license of the appropriate class(es). Training may be offered.
- Computer Literacy: familiarity with Microsoft Office Suite and ability to learn and understand other software that is fundamental to the CBSO. For example, OPAS & Implicit and Stage Planning Software. (Visio or similar)
- Familiarity with or ability to learn and understand Hearing Protection monitoring systems (e.g. Casella)
- Passport holder with the ability to travel internationally as required.
- Knowledge of H&S and hearing protection stage requirements and be willing to be trained as a first aider and Fire Marshal.
- The role involves lifting and carrying instruments and staging. The post holder must have the capacity to lift and carry such equipment carefully. Manual handling training will be provided.
- Organised and reliable with excellent attention to detail and good time keeping skills.
- 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 communicative team player who will help foster good interdepartmental relationships.
- Have an enthusiasm for orchestral music and the broader societal mission of the CBSO.

# HOW TO APPLY

To apply for the Stage and Transport Manager Role please send a CV and a supporting statement of no more than two pages of A4 to Hollie Dunster, HR Manager at [hdunster@cbsocso.co.uk](mailto:hdunster@cbsocso.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: **9am, 21<sup>st</sup> May 2026**

Interviews: **Late May 2026**

If you wish to have an informal discussion about this role, please contact Hollie Dunster, HR Manager on [hdunster@cbsocso.co.uk](mailto:hdunster@cbsocso.co.uk).