

**CBSO**

City of  
Birmingham  
Symphony  
Orchestra

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# ARTISTIC PROGRAMMES ADMINISTRATOR



# ARTISTIC PROGRAMMES ADMINISTRATOR

The CBSO is looking for a friendly, organised, and proactive person to join our Artistic Programmes Team.

The Artistic Programmes Administrator will support delivery and processes across all CBSO's Artistic Programmes. The role is part of an Artistic Programmes team of 11 staff, across Artistic Planning and Tours, Choruses and Learning & Engagement.

HOURS: 35 hours per week

HOLIDAYS: 25 Days plus bank holidays

LOCATION: Birmingham based with some hybrid working

REPORTING TO: Head of Planning and Tours

SALARY: £23,842 per annum

# 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

## Contracts & Invoices for Visiting Artists:

- Create all artist and engagement contracts and forward to relevant agent or promoter
- Set up payments on iplicit, (finance software) requesting New Supplier Forms when necessary, and submit artist invoice post-concert
- Submit all engagement and out of town invoices through our finance system

## Orchestra & Artist Schedules

- Create and distribute the Orchestra's 3 monthly Work Schedule and the Advance schedule in line with the Musicians' Union contract.
- Draft notices for changes to the Work schedule, and email out to the Orchestra once signed off
- Produce all visiting artist schedules including for the Music Director

## Concert Logistics

- Arrange all artist logistics including (but not limited to): travel & accommodation bookings, any visa / UK working requirements and artist meetings
- Assist Concerts and Production Manager with creating draft tech sheets for all concerts (including Out of Towns)
- Assist Head of Planning and Tours with concert admin when required
- Build weekly artist appraisal forms for the ATT & Player Committee to distribute
- Keep OPAS (scheduling software) up to date with all programmes, dates & times and artist information
- Regularly attend concerts and support the Concerts and Production Manager as needed

### **Chorus and Learning & Engagement**

- Support in busy periods, with recruitment, rehearsals, performances and other tasks as may be necessary

### **Other Responsibilities**

- Assist the team with credit card admin
- Keep B:Music clash check spreadsheet up to date
- Assist as required in meetings with internal teams, musicians, agents and promoters
- Attend concerts in Birmingham (and beyond) as required
- Work closely with other departments to support the communication of the organisation's wider work
- Actively contribute to wider team objectives, particularly during busy periods such as Season Launch
- Any other reasonable requests made by your line manager

# PERSON SPECIFICATION

The ideal candidate will be a highly motivated self-starter with excellent written and verbal communication skills.

**The successful candidate will have:**

- excellent communication skills
- strong organisational skills and a good eye for detail
- the ability to deal with a wide range of people with confidence and personal authority
- an enthusiasm and focus for working in a team but will also be able to work on their own initiative
- the ability to work calmly and efficiently in a pressured environment
- the ability to maintain good working relationships at all levels within the CBSO and with external partners
- a willingness to work flexible hours including evenings and weekends, and internationally if necessary

## HOW TO APPLY

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

Interviews: **Shortly thereafter**

If you wish to have an informal discussion about this role, please contact Maddi Belsey-Day, head of Planning and Tours on [mbelseyday@cbso.co.uk](mailto:mbelseyday@cbso.co.uk)