



Ceolfhoireann Shiansach  
Náisiúnta Éireann  
National Symphony  
Orchestra Ireland

## National Symphony Orchestra Ireland (NSOI) Orchestra Management Assistant

**Job Title:** Orchestra Management Assistant (NSOI)

**Grade:** Casual

**Role Location:** National Concert Hall, Dublin.

**Reporting to:** Orchestra Manager

### Background

The National Concert Hall (NCH), based in the heart of Dublin City Centre, is Ireland's National Cultural Institution for music. Our vision is to be regarded worldwide as one of the great centres for music and a symbol of national pride for Irish people everywhere. Hosting over 1,000 events each year, we offer world class music and entertainment for all ages - enriching people's lives through music and the magic of live performance.

### Role Summary

National Symphony Orchestra Ireland performs over seventy events per annum including approximately 30 subscription seasons symphonic concerts (September through May) at the National Concert Hall in Dublin. In addition, NSOI produces broadcasts, film and audio recordings as well as seasonal and educational concerts.

The NSOI is seeking to appoint a Management Assistant (MA) who will report to the Orchestra Manager, assisting in the day-to-day coordination of the musicians and deputies. They will assist in managing the personnel systems of the Orchestra and assist in the running of rehearsals, concerts, and recording sessions. This is a casual role with an initial duration of 1 year. The expectation is for the successful applicant to be available to take on regular hours on an ongoing basis in the first instance.

### Key Responsibilities

Reporting into the Orchestra Manager, the role of Management Assistant will be responsible for, but not limited to, the following:

- To book deputy players for all NSOI duties, rehearsals, performances, outreach etc.
- To assist in managing personnel systems.
- To assist in all aspects of orchestral administration.
- To support in the co-ordination of the day to day running of the orchestra.
- To support in the organisation of logistics.
- To provide information and answer queries from orchestral members, freelance musicians, management and artists.
- To assist the Music Librarian in maintaining the retention sets that we hold.
- Make full use of computer-based systems within NCH as a means of accomplishing the demands of the post.
- To assist the Orchestra Manager in orchestral administrative tasks when required such as tour preparation.

The above is not intended to be comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the role in line with ongoing change within NCH.

### **Person Specification**

The successful candidate should be able to demonstrate the below:

#### **Essential**

- Previous fixing experience, ideally with a large ensemble.
- Third level in accreditation in music, an additional business or arts administration qualification is desirable.
- Experience in the delivery and running of concerts.
- The ability to apply high professional standards under pressure and work without supervision in order to meet strict deadlines.
- Flexibility and adaptability to work in an ever-changing environment.
- Excellent interpersonal skills, especially when dealing with musicians, conductors, soloists and producers.
- A willingness to work anti-social hours, including weeknights, bank holidays and weekends when necessary.
- Proficient in MS suite.
- Strong organisational ability and attention to detail.
- Ability to work effectively under pressure, as part of a small team.
- Self-motivated and able to multi-task.



## Key Relationships

Internal: NSOI management and musicians' team inc. Head of Orchestra & Choirs, Orchestra Manager, Programme & Planning Manager, Concerts Coordinator, Guest Artists, Principal Conductor, Guest Conductors, HR, Marketing and Operations; Other NCH employees as required.

External: Musicians, venues etc.

Working Conditions	
Working Week	<p>This is a casual role and the company gives no guarantee that hours will be offered to you on a weekly basis; however, when available, hours of attendance may fall between 08:00 and 23:00 and are as scheduled by your manager.</p> <p>NSOI has a 7-day liability including weekends and public holidays and therefore flexibility is essential. There may be a requirement for the post holder to work in other locations outside of the National Concert Hall, Dublin.</p>
Probation	<p>Your employment will require completion of an 8-week probation period. Probation may be extended but will not in any case exceed 6 months.</p>
Remuneration:	<p>You will be paid an hourly rate of €21.04 (equivalent to a daily rate of €147.25). The method of payment is by Paypath, paid weekly in arrears.</p>

*At NCH we are proud to be an inclusive, equal opportunity workplace. We are committed to equal employment opportunities regardless of Gender, Civil Status, Family Status, Sexual Orientation, Religion, Age, Disability, Race, Membership of the Traveler Community or any other characteristic protected by the equality act.*