



General Manager – Job Description: Orpheus Sinfonia

Summary

The General Manager of Orpheus Sinfonia is a new, pivotal role, responsible for overseeing the efficient day-to-day operations, and contributing to the strategic implementation and delivery of the organisation's programme of work at a time of key expansion. Working closely with the Chief Executive, the General Manager will lead implementation of strategy and activity across the charity. This is a part-time position (3 days per week (0.6 FTE)) offers significant scope to realise the future of a creative music organisation dedicated to shaping the future of music.



About Orpheus Sinfonia



Orpheus Sinfonia is a vibrant, dynamic, and inspiring force in the professional orchestral scene, dedicated to shaping the future of music. Founded in 2009, we have become a beacon of professional excellence, nurturing emerging talent and actively contributing to music's advancement. Our unique working orchestra model empowers emerging professional musicians, providing a platform where they can thrive creatively and deliver exceptional performances while actively shaping their careers. We are committed to exploring new

and ground-breaking avenues, creating accessible performances, outreach work, and community interaction. Our work spans from nurturing grassroots talent and delivering educational programmes to presenting our London concert season, red-carpet film premieres, and high-end events.

In the past year we have undertaken the implementation of a significant strategy and expansion plan, with a full rebrand and marketing overhaul currently in progress. This new position is a result of the initial success of the strategy and next steps for its effective growth. It comes at an exciting time in Orpheus' evolution and offers much potential for future development.



Job Description

The General Manager will play a crucial role in ensuring the smooth and effective running of Orpheus Sinfonia, directly supporting the Chief Executive in all operational and administrative aspects.

Key Responsibilities

1. Strategic & Financial Management

- Implement revenue generating strategies, exploring new income sources including commercial opportunities.
- Implement key strategic steps at the direction of the Chief Executive.
- Working with the Chief Executive and Board of Directors, seek out partnerships and opportunities for Orpheus' expansion and strategic development.
- Collect, collate, and evaluate all data monitoring for activity, producing reports as required for grants and projects.
- Contribute to ongoing financial planning and monitoring, working closely with the Chief Executive and treasurer.

2. Operations & Concert Management

- Manage day-to-day operations, including all operations administration, contracting, governance, risk assessments, policies, risk register, and data management.
- Oversee concert management, including venue liaison, logistics; scheduling and booking musicians at the direction of the Chief Executive.
- Manage all front-of-house and box office operations.
- Ensure all necessary operational policies and procedures are in place and implemented.

3. Fundraising & Donor Stewardship

- Devise effective grant applications, both major campaigns and smaller trusts, as directed by strategic needs and the Chief Executive.
- Support the Chief Executive in cultivating and maintaining relationships with funders and donors.

4. Marketing & Audience Development

- Implement and lead on marketing and audience development strategies in consultation with the marketing consultant.
- Support efforts to expand reach and engage diverse audiences across all programme strands.
- Maintain and implement DEI strategy and planning.

5. Financial Administration

- Administer day-to-day running of finance including all payments (including musicians) and invoicing. Maintain accurate cash flow records.
- Collate monthly income/expenditure and all necessary paperwork for monthly reconciliation by the bookkeeper.

6. Governance & Compliance

- Manage arrangements for Board Meetings, including preparing papers, scheduling, and taking minutes.
- Ensure compliance with relevant governance requirements and statutory submissions.

7. Staff & Volunteer Supervision

- Supervise staff and volunteers, ensuring an effective organisational structure and personnel support.
- Organise and execute Foundation Programme Admin positions, providing necessary guidance and support.

8. Other Duties

- Represent the organisation at industry seminars and events as required.
- Deputise for the Chief Executive & Artistic Director when appropriate.
- Carry out other reasonable tasks as requested by the Chief Executive & Artistic Director.

Profile

This role would be suitable for a highly organised and proactive individual with proven experience in operational and administrative management within the charity or cultural sector. A strong interest in and passion for music and the arts is essential.

Essential

- **People Management & Leadership:** Exceptional people management and interpersonal skills, with a proven ability to lead, motivate, and supervise staff and volunteers.
- **Strategic & Financial Acumen:** A strong understanding of financial administration and reporting. experience
- **Organisational & Operational Skills:** Excellent organisational skills with the ability to work methodically to deadlines, consistently delivering high-quality work under pressure and while managing competing priorities.
- **Communication & Relationships:** Excellent written and spoken communication skills, with a friendly and professional manner. Proven ability to build and maintain strong working

relationships with a wide variety of stakeholders, including funders, partners, and the Board of Trustees.

- **Project & Event Management:** A track record of successful project management, with specific experience in planning and delivering live events and operational logistics.
- **Marketing and Communications:** Experience of audience development, communications and engagement, as well as the ability to track audiences and interpret data.
- **Fundraising:** Experience working as part of a fundraising team, including the ability to draft outstanding grant applications, effective reporting and donor stewardship.
- **stewardship initiatives. Governance & Compliance:** A working knowledge of charity governance, risk management, and legal compliance, including experience in preparing for and managing Board meetings.
- **Attention to Detail:** Excellent attention to detail, particularly in operational administration, and contract management.
- **Passion:** A genuine passion for the arts and a commitment to the mission of Orpheus Sinfonia.

Desirable

- Knowledge of TicketSource (or similar ticketing systems).
- Experience in an audience/customer-facing role.
- Experience of Google Workspace.
- Knowledge of and enthusiasm for classical music, and an understanding of internal orchestral workings.

Terms of engagement

Employment basis

This is an employed role.

Reporting

This role reports directly to the Chief Executive.

Hours & remuneration

This is a part-time position of 3 days per week (0.6 FTE). It is remunerated at £37000-£39000 pro rata depending upon experience.

Place and time of work

Orpheus Sinfonia's office is on Regent Street in Central London. A combination of remote and in-office working will be required, with attendance at the office at least 1 day per week. A degree of flexible working is synonymous with the role, including attendance at weekend and evening events as required.

Holiday Entitlement

The annual holiday entitlement is 25 days (not including bank holidays) calculated on a pro-rata basis. For this part-time position of 0.6 FTE (3 days per week), the total holiday entitlement will be 15 days per year.

Pension Scheme

Orpheus Sinfonia operates a workplace pension scheme through Penfold. The company provides a standard employer pension contribution in accordance with its scheme rules and legal requirements.

How to apply

Please send a covering letter of **(detailing how you meet the requirements of the person specification)** with your CV addressed to Rosie Taylor, CEO, submitted via email to Richard Thomas: admin@orpheusfoundation.com. CVs and cover letters should be no more than 2 pages each.

The deadline for applications is Wednesday 24 September at 5pm BST.

Please also complete our Equal Opportunities Monitoring Form – this is confidential, and will not be linked to your application.

Shortlisted applicants will be contacted with an invitation to attend an interview. In-person interviews are preferred; virtual interviews can be arranged if required. Full provision for any access needs will be made as appropriate to each individual.

Pre-application conversations are welcomed; please contact Rosie Taylor, CEO: rosie.taylor@orpheusfoundation.com

We strongly encourage applicants from all backgrounds, ethnicities to apply, and especially seek to support those to apply who otherwise might not have such opportunity. We recognise and understand the importance of diversity and inclusion and want our organisation to be representative of the audiences, people and communities we seek to serve.

Further information about Orpheus

Orpheus Sinfonia Foundation is a charitable organisation. Behind its operations are the board of directors, patrons Sir Antonio Pappano and Dame Judi Dench, freelance management team, artistic team and active players' committee.

Website: orpheusfoundation.com

On social media: @orpheussinfonia