



ULSTER ORCHESTRA

Let's Play



STAGE COORDINATOR

APPLICATION DEADLINE: 30th November 2025

PRINCIPAL FUNDERS



Belfast
City Council

What we do: We connect fantastic music and musicians to the people of Northern Ireland and beyond.

Who we are: Our 63 top class musicians, together with our administrative team, are one of Northern Ireland's most cherished cultural assets.

At the heart of our communities: Our musicians routinely devote time every week for community engagement; you can find us in care homes, hospitals and hospices, spreading solace and joy to patients and residents and our musicians also provide vital high-level support for talented youngsters.

Our philosophy: The best orchestras create great inspirational concerts and also draw from their communities, by reflecting their cultures, their hopes and dreams. They help their communities find their creative voices; that is what we are about.

JOB DESCRIPTION

Job Title:	Stage Coordinator
Reporting To:	Orchestra Manager / Deputy Orchestra Manager
Type of Post:	Part-time, Fixed-term (with potential to become permanent)
Location:	Belfast, Northern Ireland
Salary:	£17,343.22 (based on 26 hpw)

Our Stage team is crucial to the effective management of rehearsals and concerts to ensure they are effectively and efficiently set up and run smoothly.

The Stage Coordinator's role is to assist the Stage Supervisor on all aspects of planning and setting up the stage for the Orchestra which includes assisting with the transportation and safe storage of instruments and equipment, technical liaison with venues and technical suppliers, and ensuring that high standards of Health and Safety are always adhered to.

The Stage Coordinator is required to have strong organisational skills, and to be a good communicator, with the ability to deputise for the Stage Supervisor as required. This is a great opportunity for someone to embark on a career with a world-class orchestra, and to develop and progress their skills within a supportive, highly professional environment.

NB. This post will be offered initially on a fixed-term basis, with the potential of becoming a permanent position.

Key Responsibilities

- Loading and unloading of instruments and equipment and correctly setting up for rehearsals and concerts.
- Attending to all stage moves during rehearsals and performances, ensuring they are professionally and efficiently carried out.
- Attending to stage requirements of musicians and artists, and any other stage management duties as requested by the Orchestra Manager or Deputy Orchestra Manager.

- Liaising with production staff at venues and supporting in basic technical functions as required, relating to lighting, electrical and PA equipment.
- Assisting with maintenance of orchestral equipment as required.
- Assisting the Orchestra Driver in arranging the safe and efficient transportation for the Orchestra's equipment and instruments for all rehearsals and concerts.
- Assisting the Stage Supervisor with booking additional stage crew assistance when required, as agreed by the Orchestra Manager.
- Overseeing any third-party contractors involved in transportation, and in setting up for rehearsals and concerts.
- Assisting with the collection, storage and delivery of hired instruments, as required.
- Assisting the Stage Supervisor and Orchestra Manager with stage plans, as required.
- Ensuring all Risk Assessment Control Measures are enacted as directed by the Orchestra Manager or Deputy Orchestra Manager
- Acting on initiative to ensure the performance area and its surrounding environment comply with Health and Safety legislation and policies.
- Deputising for the Stage Supervisor on occasion as required at rehearsals, concerts and/or operational meetings.
- Always acting as an ambassador for the organisation.
- Any other reasonable duties which may be required from time to time.

PERSONNEL SPECIFICATION

Essential

- Strong communication skills with ability to receive and convey information clearly
- Ability to collaborate and interact positively with colleagues and contacts at all levels
- Ability to remain calm under pressure
- Strong organisational skills with attention to detail
- Efficiency and an ability to troubleshoot and problem solve
- Lifting and manual handling experience, and ability to fulfil all physical requirements of the job
- Ability to work flexible hours including early mornings, evenings and weekends
- Willingness to work throughout the NI, UK and/or overseas
- Willingness to undertake any training which may be required

Desirable

- Experience of working within a technical/production department in the performing arts sector or concert venue
- Ability to read and understand stage plans
- Knowledge of the methods and practices employed in handling, packing, loading, unloading and stowing musical instruments
- Full clean driving licence and use of a vehicle

Additional

- Please note that heavy manual handling is involved in the role.
- On-the-job training will be provided where required.

OTHER

If appointed, you will be required to apply for an Enhanced Check through [AccessNI](#) to participate in work activities involving children and/or adults at risk. If you foresee any potential issues with this, please email: careers@ulsterorchestra.com.

NB. By virtue of the Rehabilitation of Offenders (exceptions) Order (NI) 1979 and because of the nature of the work for which you are applying this post is exempt from the provisions of Article 5 of the Rehabilitation of Offenders (NI) Order 1978. Accordingly, you are not entitled to withhold information about convictions, which would otherwise be considered 'spent' under the provisions of the 1978 Order. Failure to disclose such information could result in dismissal or disciplinary action in the event of employment.

APPLICATION & SELECTION PROCESS

Application Stage

Complete the Application Form which you can download from the website and send it to careers@ulsterorchestra.com by the stated closing date. **No applications will be accepted after the stated closing date.**

To finalise your application, you will be required to complete our Equal Opportunities Monitoring Form and email it to careers@ulsterorchestra.com. This provides us with important information to support our Equality, Diversity, and Inclusion strategy.

Shortlisting Stage

All applications received by the closing date will be shortlisted against the essential criteria. Where we have a high number of applications, we may use the desirable criteria to shortlist.

Interview Stage

Shortlisted candidates will be invited to attend for interview. We are planning to conduct interviews for this position week commencing 8th December 2025.

Job Offer

Successful candidates will be given a job offer, which will be subject to a 12-month probationary period and satisfactory background checks.

OUR HISTORY

Music Director Laureate **Daniele Rustioni**
Honorary Principal Guest Conductor **Jac van Steen**
Conductor Laureate **Rafael Payare**
Artist Laureate **Sir James Galway**

Leader **Ioana Petcu-Colan**

Founded in 1966, the Ulster Orchestra has been at the forefront of musical life in Northern Ireland and the Orchestra's full-time musicians form the region's only professional symphony orchestra.

In 2019, the Ulster Orchestra appointed Daniele Rustioni as its Chief Conductor, a role which commenced at the start of the Orchestra's 2019/20 Season, and in 2022/23, in recognition of the strength of the relationship, he was appointed the Orchestra's Music Director. Rustioni's tenure ended with the 2023/24 season, and he joins a distinguished line of past principal conductors including Bryden Thomson, Vernon Handley, Yan Pascal Tortelier, Dmitry Sitkovetsky, Thierry Fischer, Kenneth Montgomery, JoAnn Faletta and, most recently, Rafael Payare.

With a mission to enrich the lives of people living in Northern Ireland, those visiting, and those who encounter it through international touring and regular radio and TV broadcasts with both BBC Northern Ireland and BBC Radio 3, the Orchestra strives for excellence in all it undertakes, be it regular concert performances, learning and community engagement programmes, or creative collaborations across the arts.

The Ulster Orchestra gives around 40 evening and lunchtime concerts each season in its home, the Ulster Hall, and in Belfast Waterfront. The Orchestra performs for the BBC Radio 3 invitational concert series at the Ulster Hall and regularly at the main BBC Proms series in the Royal Albert Hall.

An important aspect of the Ulster Orchestra's work across Northern Ireland is its annual touring programme of concerts, which brings live orchestral music to the heart of communities across the region. *Ulster Orchestra On Your Doorstep*, was founded in the 2016/17 Season (the Orchestra's 50th Anniversary Season) and it sees the orchestra play in as diverse a range of venues as possible across Northern Ireland, sending everything from small ensembles and chamber music concerts, right up to the full symphony orchestra, far and wide across the region. In addition to our local tours, we also have performances each season in Europe, including at the renowned Brucknerhaus Concert Hall in Linz and Festival Berlioz in France.

The Orchestra performs with several regular partners, including Northern Ireland Opera, Belfast International Arts Festival and Belfast Philharmonic Choir. A partnership was established in 2016 between the Ulster Orchestra and the club night Lush!, and the ensuing arena event Lush! Classical has been a hugely successful and popular concert every year since.

The Ulster Orchestra records regularly for labels such as Hyperion (with Howard Shelley), Naxos (with former Chief Conductor JoAnn Falletta), Chandos, SOMM and Toccata Classics. Through partnering with organisations such as NI Screen, the Orchestra has undertaken

various recording activities for film and TV, including the internationally-renowned children's series 'Puffin Rock'.

The Ulster Orchestra's Learning and Community Engagement programme aims to connect the Orchestra with communities and individuals across Northern Ireland and to provide accessible and innovative opportunities for people to engage as audiences and participants. Since 2016, all the Orchestra's musicians have been working on education and outreach activity, including Relaxed Performances for people with additional needs, residencies in schools and universities, concerts directly in people's communities, mentoring and coaching for players at all stages of their musical journey and the Crescendo project, the Orchestra's community-led residency project for children from disadvantaged areas in North and West Belfast. We have a long list of organisations that we work with, including Age NI, Autism NI, the Now Group, the Alzheimer's Society, the Belfast Trust Arts in Health programme, Community Arts Partnership, the Flax Trust, and Women's Aid.

We are always looking for new and innovative collaborations. Our Salon Sessions online project took small ensembles from the orchestra to unique and wonderful spaces, fulfilling our passion to work with and support local artists, offering them a platform to showcase their talents and what Belfast has to offer across the world. Each artist had their songs or poems arranged and performed by a variety of small ensembles of Ulster Orchestra musicians, recorded and filmed in inspiring, quirky, innovative locations culminating in a twenty minute professionally produced online 'session'. These are free to view by the public via the Orchestra's YouTube channel. Successful collaborations include artists such as Ryan McMullan, Colum Sands, Niamh Dunne, Jordan Adetunji and our wonderful 'Your Song Now' project resulted in a successful album, *Our Songs, Our Place*, featuring original songs by nine local artists.

Thanks to everyone in the Ulster Orchestra family, we hold a unique place in the hearts of Northern Ireland's people, and we share a commitment to maintain and grow that success in the future.



OUR VALUES

We hold our values dear – they are unique and authentic to us as they were co-created through a collaborative process of lively debate and discussion – just how we like to do things here!

We CARE about our colleagues

- We treat each other with dignity and respect
- We encourage, support and value each other
- We are one team and share a collective responsibility
- We build trust through constructive communication
- We are innovative, resilient and resourceful

We COMMIT to being world class

- We are dedicated to the highest level of quality and performance
- We are proud of our collective talents
- We are aspirational, ambitious, creative and progressive
- We are advocates and ambassadors for music and the arts
- We are honoured to be the orchestra of Northern Ireland on the world stage

We ENGAGE with our community

- We reach out to, work with and connect people
- We provide inspirational musical experiences that are accessible to all
- We are proud to be instilled in, relevant to and valued by the community
- We present learning and life enrichment opportunities for people of all ages
- We value this country's rich artistic heritage and the part we continue to play in its future

These values underpin everything we do, and you will see them running through all of our company policies and procedures. Life at Ulster Orchestra is varied, meaningful and enriching - our employees live the values because they are as important to them as they are to our company.

Central to our values, is our commitment to equality, diversity and inclusion. We strive to provide a space where every person is treated with dignity and respect and feels welcomed, accepted and supported, where they can excel at what they do and can fulfil their potential, whatever their background. Through our membership of Black Lives in Music as well as collaborations and partnerships with several inclusive music ensembles we are committed to playing our part in working towards a music industry which is truly inclusive.

OUR BENEFITS

Working in the arts and creative industries is a wonderful experience, and the UO is in the enviable position of being able to offer the security of a permanent employment to over 80 creatives.

We are pleased to be able to offer much more than your salary in terms of benefits. We have highlighted just a few of them below.

Family Friendly Policies

We aim to ensure that every employee feels supported and encouraged to have a healthy balance between work and home commitments.

We have a strong **Flexible Working Policy**, whereby employees can request reduced working hours and job share contracts etc.

Our policies for **Maternity, Paternity, Adoption Leave & Shared Parental Leave** are generous and supportive, aimed at helping employees to balance their work and home life commitments, encouraging the retention of talent and experience, increasing well-being and thus reducing absence and stress.

We offer a **Career Break** policy after 3 years of service, to assist with work-life balance, e.g. To take time off for caring responsibilities, to go back to college, to go travelling and/or to accompany a partner on an overseas assignment.

Health & Wellbeing

We have a comprehensive **Wellbeing Policy** through which we aim to help our employees to stay fit and healthy and support them when they are ill.

Our **Health Cash Plan** is immediately available to all new employees and provides cash back to cover costs such as dental and optical bills, physiotherapy and consultancy charges. It also provides access to a 24-7 helpline, virtual GPs and an online discount platform.

We have regular scheduled visits from a registered **Physiotherapist**, and all employees can book an appointment if needed. We also run free functional movement classes open to all employees.

All employees have regular access to a **BAPAM registered GP**, who is available to provide and referrals for any medical concerns.

We offer a **Cycle to Work** scheme to all employees, enabling you to save at least 25% of the cost of a new bike and spreading the cost over a 12-month period. Not only good for the environment but also helps you to stay fit and healthy by getting on your bike.

Holidays

We have a generous annual leave allowance, and as a company that understands the value of time away from the workplace, we encourage holidays to be embraced.

Induction

Upon joining the UO, all employees have a structured and comprehensive induction, to ensure all new joiners receive a consistent and positive experience and feel welcome, included and supported, from the point of job offer to the end of their probationary period.

Learning and Development

We believe in the importance of continuous learning and development and invest to support the growth and progression of our employees. This might be in the form of individual, confidential one to one coaching or group training sessions covering topics such as Resilience, Communications, Leadership etc. We also encourage personal and professional development through internal secondments and acting up opportunities as well as support towards relevant further academic and skills development programmes.

Loyalty Awards

We are delighted to have low turnover of our people, with the average length of service being 15 years. We thank our employees for their loyalty, by providing loyalty awards at various long service milestones.

Pensions

All employees are automatically enrolled into our company pension scheme and will benefit from our generous employer contributions (currently 6% p.a.). As we comply with government legislation regarding pensions, employees also currently contribute 2% p.a. All employees have access to the Orchestra's pension advisor for advice on their pension requirements.

For more information about the life and work of the Ulster Orchestra, visit <http://www.ulsterorchestra.org.uk>