

# LIVERPOOL PHILHARMONIC - JOB DESCRIPTION

<b>Title:</b>	Concert Manager
<b>Responsible to:</b>	Head of Operations and Special Projects
<b>Contract:</b>	Full time (35 hours) / Permanent. The role will require ability to work flexibly, across evenings and weekends

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## Principal Role

The Concert Manager is a pivotal role in ensuring the smooth planning of the Royal Liverpool Philharmonic Orchestra's performances both in Liverpool and across the UK.

This position is central to the advanced logistical planning and coordination of concerts, requiring excellent organisational skills, attention to detail, and the ability to manage complex logistics and technical requirements.

Working closely with the rest of the Artistic Planning Team and the Orchestra Management team, the Concert Manager will be responsible for overseeing all aspects of concert preparation and delivery, including providing an excellent welcome to the Chief Conductor and for all artists, ensuring that every performance meets the highest standards.

## Responsibilities and duties

### Managing information

- Advancing external technical specifications and rider requirements from producers and artists to ensure the seamless execution of each event.
- Creating riders and concert specifications for special projects and chamber concerts held at venues outside the primary location.
- Support the Head of Operations and Special Projects to ensure all activities are planned and implemented to the highest standards of delivery, presentation and health and safety
- Generate advance information for the Orchestra main Liverpool series concerts and organise any technical and logistical requirements
- Artifax "Event Sheet" generation for each session in a Liverpool Philharmonic venue.
- Effectively communicate concert related information to internal staff, including information related to concert presentation.
- Manage concert related data and information using the Liverpool Philharmonic's event planning systems Artifax and OPAS; this includes data collection from post-concert reports (Concert Report Sheets)
- Provide and check logistical information for contractual agreements, including the invoicing and payments for the concerts.

## Welcoming people

- Support the Chief Conductor and other visiting conductors/artists with any general enquiries, including advancing requirement for events and any other needs during rehearsals or performances.
- Attendance at rehearsals and concert duty which will include some evenings and weekends (on a rota basis) to meet and greet artists; this will include some out of hours on call for which a work mobile phone is provided. This will occasionally include some out of town dates (by rota).
- To support other team members during busy times.

## Duties

- Support the Head of Operations and Special Projects to ensure successful delivery of a wide range of orchestral concerts with complex production and logistical requirements. This includes orchestra Pops Concerts, Family Concerts, Films with Live Orchestra and Cross genre concerts.
- Support the delivery of additional concerts or projects when required and this may include the advance administration of UK and international touring alongside the Head of Programme (Orchestra and Ensembles) and the Orchestra management team.
- Attend regular cross-departmental meetings as a representative of the Artistic Planning Team, including the weekly / regular diary meetings (or arrange deputy cover). This includes project debrief meetings and maintaining records of feedback
- Ensure the Artistic Operations and Special Projects team operate within Liverpool Philharmonic's values of excellence, ensemble, welcoming and passion for music.
- To undertake other reasonable duties commensurate with status and abilities, depending upon the requirements of the Royal Liverpool Philharmonic.



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## Person Specification

### Experience:

- At least 2 years' experience of working with professional orchestra/musicians
- Experience of advancing and delivering orchestral concerts, other live events
- A good knowledge of symphony orchestra world and repertoire.
- Proven experience of supporting the delivery of complex projects
- Knowledge of Health and Safety protocol (when delivering events in a venue)

### Knowledge, skills and competencies:

- Working within a live music venue or organisation
- Working knowledge of Artifax and / or OPAS software (training can be provided)
- Ability to work independently and as part of a team in a logical, organised manner with a high level of attention to detail
- Excellent interpersonal, communications and collaborative working skills.
- Ability to remain calm particularly when working to demanding deadlines
- Ability to act with discretion, diplomacy and tact in complex organisational and political contexts are essential
- Ability to work proactively in a high-pressure environment, manage competing priorities, and achieve results amidst changing circumstances and priorities. Demonstrates strong critical thinking skills to identify and resolve problems and challenges effectively.
- Excellent communication skills; written, verbal
- Familiarity with Outlook, Word, Excel, PowerPoint and network or PC based database and communications software
- Strong level of attention to detail
- Awareness of equal opportunity and diversity principles within the context of the role

### Personal style and behaviour:

- To have enthusiasm and commitment to Liverpool Philharmonic's mission to 'transform lives through music'
- To ensure in every aspect of this role, your work is guided by and aligns with our values:
  - Passionate about music
  - Ensemble
  - Excellent
  - Welcoming
- Commitment to Diversity, Equality and Inclusion, and shows respect for the views and actions of others.
- Flexible approach to working
- Team player

**Please note:** This job description reflects the current position. It does not preclude change or development that may be required in the future.



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## Equal Opportunities Statement

Liverpool Philharmonic transforms lives through music. We champion equity, diversity, inclusion, and belonging throughout our organisation, our activities, and in the artists and music genres we present.

Our team is a dynamic group of people from all walks of life, united in our passion for music. We're committed to ensuring that everyone feels welcome and everyone is able to thrive, regardless of who they are and where they are from. We are committed to developing a more diverse workforce through encouraging applicants with the skills and experience that help us to widen our perspective and better serve the needs of the Liverpool City Region and our communities.

We particularly encourage applications from individuals from disabled, minority ethnic, and working-class communities as these groups are currently underrepresented within the creative industries.



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