



PLANNING & PRODUCTION MANAGER





Manchester Camerata

We make music that **matters**.

We make music for **change**.

Manchester Camerata is a registered charity working and performing in Manchester and worldwide since 1972.

Be it opening Glastonbury festival in front of 40,000 people or working intimately in care homes with people living with dementia, we believe in the transformative and connecting nature of music. That connection drives us, and we work with the best creative talent to make this happen.

With our live performances, we play music with no boundaries. From an orchestral rave performed in isolation to over one million people during the Covid-19 pandemic, to touring Mozart in the most beautifully intimate concert halls or re-imagining classical music with electronic producers at the top of their game, we believe great music is great music and we present this to you at the highest level.

To achieve our artistic excellence and forward-thinking ethos, collaboration is at the heart of everything we do. Led by our visionary Music Director, Gábor Takács-Nagy, we collaborate with diverse international artists, from New Order to Martha Argerich and Aziz Ibrahim to Lewis Capaldi.

Our artistic vision is based on the belief that what we perform and where we perform must be representative of our current society. In order to do that we, as a team, commit to constantly challenge the way we work and how we can be more inclusive.

About the Role

Reporting to the Head of Artistic Planning, the Planning and Production Manager will be a key member of the organisation, overseeing and delivering the orchestra's diverse and exciting artistic programme.

A demanding, fast-paced, and physical role, The Planning and Production Manager will be responsible for managing rehearsals and performances in the UK and overseas, ensuring all technical requirements are accommodated, preparing risk assessments, and overseeing health and safety for all events. The role will work closely with the Head of Artistic Planning, Orchestra Personnel Manager and Library & Concerts Assistant and Creative Producer. As well as managing the production of rehearsals and performances, the Planning and Production Manager will have the ability to manage various organisational and artistic relationships and assist with administrative duties, as required.

This is a Full-Time permanent position.

(35 hours per week - including regular weekend and evening work).



PLANNING AND PRODUCTION MANAGER

Manchester Camerata - Recruitment

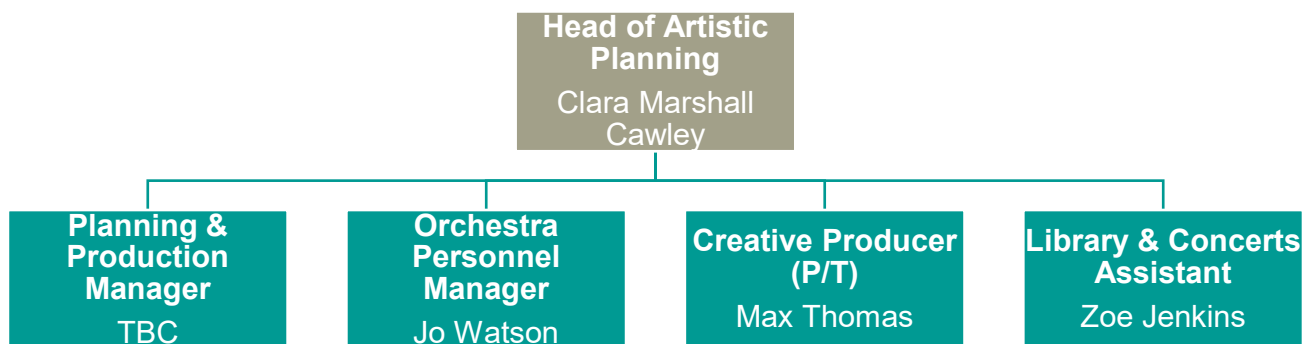
What's the role like?

You will be a central part of the supportive, and busy concerts team, and be able to balance the demands of forward planning alongside producing rehearsals and performances.

You will be responsible for pre-project technical/set-up requirements including, health and safety and risk assessments. On rehearsal and event days, you will set-up for the orchestra and represent the organisation at rehearsal and performance venues. You will take responsibility for ensuring that the stage is ready for the musicians and all technical issues have been resolved before the start of the session.

The role will work closely with the Head of Artistic Planning, Orchestra Personnel Manager and Library & Concerts Assistant and Creative Producer. The role will offer the opportunity to be part of creative discussions, working alongside the Head of Artistic Planning, with a view to supporting the post-holder's career ambitions.

Concerts Department Structure



Employment Terms

This is a Full-Time permanent position (35 hours per week - including regular weekend and evening work). Time off will be given in lieu of additional hours and days worked.

Salary: £28,000

Annual Leave: 25 days annual leave per annum plus bank holiday entitlement.

Start date: As soon as possible

Probationary period: Six months



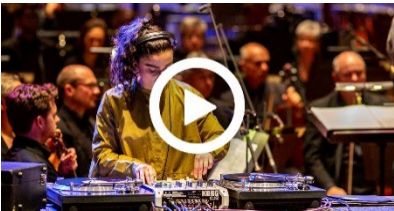
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Manchester Camerata - Recruitment

Recent Highlights



★★★★★ 'Energetic Mozart up there with the very best... soloist, conductor and orchestra conjure up a magical soundworld' - BBC Music magazine



Our recording of British-Iranian composer, artist and turntablist, Shiva Feshareki's stunning Venus/ZOHREH.



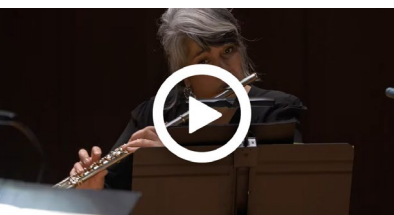
Commissioned exclusively by Manchester Camerata, the 'Untold' series tells real-life stories through music and spoken word. In this episode, we work with our Music Director Gábor Takács-Nagy.



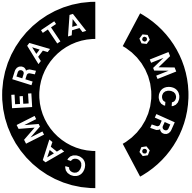
Our performance of 'Joyful Joyful' with our Artistic Partner AMC Gospel Choir.



We've played with the legendary pianist Martha Argerich numerous times over the years, such as this 2013 performance during that year's Manchester International Festival.



"..a brilliant showcase of the individual virtuosity of some of the Manchester Camerata's [wind] players"
Gramophone.co.uk

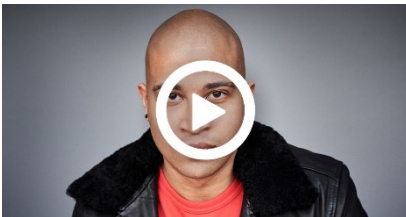


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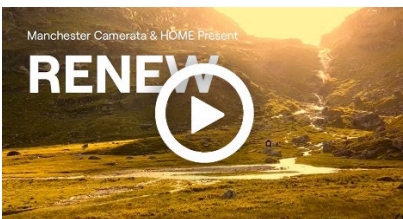
Manchester Camerata - Recruitment



We're sector-leading in our music and dementia research and development, bringing benefits to those affected by dementia, and now extending the work to training carers through a brand-new app. We first met Keith back in 2018 at one of our dementia-music sessions in Wigan. In this film, he tells about the experience of dementia from a first-person point of view.



Our Camerata commission, 'Be Still' by Daniel Kidane is now played internationally, including by the San Francisco Symphony.



Made in collaboration with HOME, the 'Renew' series paired guided meditations with carefully chosen pieces performed by Manchester Camerata.



Watch our performance of Mozart's Sinfonia Concertante in E-flat, as performed by Alexander Sitkovetsky and Timothy Ridout as part of our Mozart in Motion digital concert.



[B R E A T H E] is an hour-long film made in collaboration with Orchestras Live and touring nationally.



We've opened Glastonbury Festival in front of 40,000 people with Hacienda Classical, a jubilant and very Mancunian project that now tours nationally each year.



Job Description and Key Responsibilities

Job Title:	Planning and Production Manager
Reports to:	Head of Artistic Planning
Works alongside:	Orchestra Personnel Manager, Creative Producer (PT) and Library and Concerts Assistant

Planning

In the U.K

- Book and contract rehearsal and performance venues.
- Assist with the planning and production of digital work.
- Manage artistic relationships, when required.
- Involvement in creative discussions and planning.

Abroad

- Work with the Head of Artistic Planning, supporting the preparation of all pre-tour documentation including applying for visas and work permits as required.
- Liaise with promoters and agents about logistics.

Production

Technical

- Work with venues on advance technical requirements, including creating stage plans and managing production requirements e.g. sound, lighting and audio-visual etc.
- In the U.K and abroad, act as stage manager ensuring that the orchestra's requirements are met, and that presentation on stage is of the highest standard. Place all necessary equipment on stage (e.g. music stands, chairs, podium, stand lights) including hiring equipment and instruments as required.
- Work with internal and external sound and lighting professionals, to ensure that the needs of the orchestra are met to the highest standard.

H&S

- Overall responsibility for health and safety and risk assessments.

Artists

- Responsible for managing all rehearsals, performances and digital work in the UK and abroad.
- Maintain excellent relations with the musicians, resolving their requirements and building in future solutions.
- Ensure artists and musicians are looked after and supported to achieve artistic aims.

Other

Undertaking such other duties as may be required by the Company.



Skills, Knowledge, and Experience

Essential

- Exceptional communication, interpersonal and organisational skills, and ability to converse with a wide range of stakeholders.
- Excellent attention to detail.
- A can-do multi-tasker with a positive outlook in difficult situations.
- Ability to problem-solve under pressure and to quickly identify solutions.
- Commitment to working unsocial hours, frequently.
- Full UK driving license and access to own car/vehicle.
- Previous experience of orchestra, concert, production, or stage management.
- Experience with Risk Assessment process and knowledge of Noise Regulations.
- Fluency in Microsoft Word, Excel and Outlook.

Desirable

- High level knowledge of the music and orchestral sector.
- Working knowledge of the current MU/ABO, BPI and PACT agreements.
- Experience in moving equipment and health and safety training.

How to apply

Manchester Camerata is committed to equal opportunities and diversity in its workforce and welcomes applications from all sections of the community.

To apply for this role, please email a one-page covering letter outlining your interest and suitability for the role in relation to the person specification and a copy of your CV (two separate documents saved as PDFs) to: jobs@manchestercamerata.com

All applications should be addressed to Clara Marshall Cawley.

After applying, applicants will be sent a survey link to help us gather equal opportunities data which will inform Manchester Camerata's organisational development regarding its Diversity and Inclusion policy and objectives.

The closing date for applications is **23:59 Sunday 3 March 2024.**

Interviews will take place online on **Friday 8 March 2024.**

There *may* be a second round in person on **Monday 18 March 2024.**

More Information

If you'd like to discuss the role in more detail before applying, please contact:

Clara Marshall Cawley
Head of Artistic Planning, Manchester Camerata
cmarshallcawley@manchestercamerata.com
