**Orchestra and Projects Assistant**

**Sinfonia Smith Square**

Sinfonia Smith Square is the exciting coming together of two much-loved and well-respected music organisations: the orchestra - Southbank Sinfonia, and the venue – St John’s Smith Square. Now one organisation, with a unified management structure, Sinfonia Smith Square is a dynamic beacon for classical music, located in its home at Smith Square Hall.

[www.sinfoniasmithsq.org.uk](http://www.sinfoniasmithsq.org.uk)

**Role overview**

Through a wide range of performances in many styles, Sinfonia Smith Square gives its players the opportunity to build their repertory and stamina. Complementing this, projects and activities each week of the programme enable them to develop a host of professional skills that will aid their progress as they set out to establish their careers.

The Orchestra and Projects Assistant has a wide range of responsibilities, making this the ideal role for someone looking to further their experience in classical music administration. They provide full support to the Orchestra and Projects Manager, sometimes deputising as required, working together to ensure the smooth-running of all rehearsal and performance activities. They also manage Sinfonia Smith Square’s in-house Music Library, acquiring all chamber and orchestral music required, and play a central part in the co-ordination of auditions and interviews for each year’s new orchestra.

The Orchestra and Projects Assistant reports directly to the Orchestra and Projects Manager. They also work closely with the orchestra and all colleagues, in particular the Artist Development Manager, Programme Director and Artistic Director.

The post holder has the opportunity to play a central role in enabling a forward-facing young arts organisation to thrive. They can develop a wide range of skills, have a key voice in how the orchestra is managed effectively, and take pride in helping young musicians to fulfil their potential through a distinctive array of outstanding concerts.

**Key responsibilities**

**Orchestra Management**

* Assisting the Orchestra and Projects Manager in the effective management of all orchestral players (both on the fellowship and those we welcome regularly as deputies and extras), addressing their needs and queries, ensuring they have accurate knowledge of rehearsal and performance schedules.
* Supporting the Orchestra and Projects Manager as required in the preparation of rehearsal and performance schedules.
* Co-ordinating the accurate monthly processing and distribution of fee payments to deputies and extras in collaboration with the Orchestra and Projects Manager and other colleagues.
* Occasionally deputising for the Orchestra and Projects Manager in fixing deputy and extra musicians as required.
* Advising players on availability of rooms for rehearsal and practice in Smith Square Hall and St John’s Waterloo.

**Concert and Project Management**

* Working alongside the Orchestra and Projects Manager to:
* run all rehearsals and performances successfully and according to plan
* ensure provision of all necessary performance-related equipment for all rehearsals and performances at our base and venues elsewhere, including hire of percussion or additional instruments where necessary
* co-ordinate transport of all equipment to and from venues; set-up and pack-down everything as required at our base and venues elsewhere; ensure percussion and performance equipment (our own gear and hired items) is used and stored safely
* take responsibility, alongside the Orchestra and Projects Manager, for the Health & Safety of musicians during all concerts and rehearsals
* Assisting with logistical planning for tours and concerts away from the orchestra’s home in Smith Square, including booking travel and accommodation as needed.
* Fulfilling any tasks requested by the Orchestra and Projects Manager or Programme Director to resolve logistical issues when planning performances.
* Driving the orchestra van in the UK and abroad.

**Music Librarian**

* Taking responsibility for Sinfonia Smith Square’s Music Library, ensuring all sets are complete, accurately filed and in good condition, keeping the catalogue up-to-date.
* Hiring or purchasing music to be performed or rehearsed by the orchestra; managing the sign-out process for all parts, ensuring their timely distribution to players and prompt return to publishers.
* Liaising with guest artists and string principals over bowings, assisting with this process as required.
* Managing all necessary music provision as efficiently as possible to keep the organisation’s hire budget to a minimum.

**Audition Management**

* Coordinating the organisation’s annual application cycle, processing applications, ensuring the shortlisting process runs smoothly, and accurately recording all candidates’ details and progress.
* Scheduling and overseeing auditions and interviews in consultation with the Artist Development Manager, Orchestra and Projects Manager and Programme Director; booking stewards, accompanists and ensuring panels and all such guests have full details of what is required.
* Acting as a first point of contact for all candidates, updating them on the progress of their application and providing any assistance needed throughout the process.

**Other**

* Assuming other general tasks within the scope and responsibility of the role as required from time-to-time by the Orchestra and Projects Manager and Programme Director.

**Person Specification**

Sinfonia Smith Square is able to achieve all it does thanks to a dedicated, collaborative, hard-working team. This role may particularly suit someone who has taken their first steps in music administration and is now looking for a role that will challenge them, granting them fresh experience and opportunities as part of a small team.

You should possess the following skills, attributes, experience and motivations:

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| --- | --- | --- |
|  | Essential | Desirable |
| **PERSONAL ATTRIBUTES** |  |  |
| Experience working for a musical or performing arts organisation, as an employee or through internship(s) / work experience | 🗸 |  |
| Interest or background in classical / orchestral music, particularly a fluent understanding of orchestral scores and orchestral practices and etiquette | 🗸 |  |
| Good verbal and written communication skills; confidence in communicating with a wide range of people including orchestral musicians and guest artists | 🗸 |  |
| Meticulous attention to detail | 🗸 |  |
| Ability to work proactively and at a fast pace | 🗸 |  |
| Strong work ethic and a positive can-do approach | 🗸 |  |
| Willingness to participate in sometimes physically demanding work in relation to logistics, transport and orchestra set-up and pack-down | 🗸 |  |
| Willingness and ability to work some evenings and weekends when the orchestra are in session | 🗸 |  |
| A desire to maintain an active presence at concerts and events presented and promoted by ‘Southbank Sinfonia at St John’s Smith Square’ | 🗸 |  |
| **SKILLS AND EXPERIENCE** |  |  |
| Outstanding organisational skills | 🗸 |  |
| Strong interpersonal skills | 🗸 |  |
| Full UK or EU manual driving licence held for at least one year | 🗸 |  |
| Familiarity with Microsoft Office programmes, particularly Word and Excel | 🗸 |  |
| Understanding and enthusiasm for what Sinfonia Smith Square aims to achieve for both young musicians and the music profession | 🗸 |  |
| Strong ambassadorial attitude, willing to advocate for the impact and worth of orchestral musicians in society |  | 🗸 |
| Music degree or equivalent |  | 🗸 |

**Terms of employment**

The role of Orchestra and Projects Assistant is offered on a full-time basis.

Regular hours of work are Monday to Friday, 9.30am – 17.30pm, although the Orchestra and Projects Assistant is usually required to be at all rehearsals and concerts so may be required to work outside of these times to enable that. Sinfonia Smith Square’s concerts necessitate some evening and weekend commitments.

Annual leave is 25 days plus statutory bank holidays.

Salary: £25,000 per annum. Sinfonia Smith Square operates an occupational pension scheme via NEST.

Sinfonia Smith Square’s base and offices are at Smith Square Hall, London, SW1P 3HA, with additional office space at 4 Millbank, London, SW1P 3JA.

Notice period is 2 months, following a 6-month probation period.

There is a 20% discount in the café at Smith Square Hall for staff members.

All staff are eligible for two complimentary tickets for all Sinfonia Smith Square concerts.

**Equal opportunities**

As an equal opportunities employer, Sinfonia Smith Square is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership. We aspire to have a diverse and inclusive workplace and we strongly encourage suitably qualified applicants from a wide range of backgrounds to apply for this position. We aim to operate an inclusive recruitment process; applications will be anonymised before being passed to the shortlisting panel. If you have any particular requirements, please let us know at any point during the process.

**How to apply**

The closing date for applications is midday on Wednesday 21 August.

To apply, you should email an application form and equal opportunities monitoring form (available on our website) to Gabrielle Court on [gabrielle@sinfoniasmithsquare.org.uk](mailto:gabrielle@sinfoniasmithsquare.org.uk) by the closing date. Please note that late or incomplete applications cannot be accepted.

Interviews for shortlisted candidates will take place the w/c 26 August. Please indicate in your application if you have any availability issues that week.

If you would like to find out more about the role or would value an informal conversation about how it may suit you at this stage in your career, we would be very happy to hear from you. Please contact Alison Brand, Programme Director, on 020 4553 0768 or [alison@sinfoniasmithsquare.org.uk](mailto:alison@sinfoniasmithsquare.org.uk)

If you do not live or work in Greater London, Sinfonia Smith Square will make a contribution towards travel expenses incurred in attending interviews if requested and agreed in advance. In exceptional circumstances, initial interviews may be conducted by Microsoft Teams or Zoom. If you are invited for an interview and would like to claim travel expenses, please mention this when your interview is being arranged. Please note that a request to claim travel expenses will not affect decisions about whether or not to invite you to an interview.