



JOB DESCRIPTION: Tours & Concerts Manager (flexible part/full-time/contract)

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| Salary: | Competitive |
| Reporting to: | General Director |
| Based: | London, with extensive travel abroad and within the UK |
| Hours of work: | Hours must be flexed to ensure attendance at all rehearsals and concerts and Company events |
| Holiday: | 25 days per year plus 8 public holidays |
| Notice period: | Three months after an initial one-year probationary period, during which the notice period is one month on either side |
| Pension: | The Company currently contributes up to 10% to an auto-enrolment pension (subject to the scheme rules) |
| Other Key relationships: | Musicians, Artistic Director, the rest of the MCO team and other freelance partners |

The Tours & Concerts Manager is responsible for managing the detailed logistical concert and tour planning and leading on the tours of the Company's three internationally renowned ensembles worldwide.

Responsibilities include (but are not limited to):

CONCERTS MANAGEMENT

- Liaising with venues and MCO freelance staff for forthcoming MCO tours and concerts, as required, including Stage Manager, Keyboard Technician and transport staff on all logistical and technical requirements
- Liaising with the Artistic Director and Stage Manager on stage plans for each project
- Liaising with the Stage Manager on technical riders for promoters and venues according to project format(s) and bespoke specifications
- Ensuring the necessary members of personnel are present at rehearsals and concerts
- Managing all concerts and rehearsals (including set-up, distributing materials, arranging refreshments)

TOURS & CONCERTS ADMINISTRATION

- Researching and arranging complex travel and accommodation arrangements for individuals, as required, collating and filing receipts/statements for reimbursement, as necessary
- Booking all Artistic Director, General Director and soloist travel and hotel requirements, in liaison with agents
- Drawing up group ticketing lists for airlines and travel companies and coordinate group airline check-in arrangements and other requirements, ensuring that deadlines are met
- Preparing hotel rooming lists; liaising with hotels, agents and promoters to ensure MCO requirements are met
- Liaising with the MCO's transport partners regarding arrangements for the instrument truck and driver/s while on tour, including obtaining van permits, arranging parking spaces, booking accommodation and liaising with overseas agents and promoters
- Collating Europe A1 certificates and US TAJA1 from performers in a proactive manner, as required, ensuring performers are aware of, and meet, set deadlines
- Managing and administering any visa and PPE requirements for projects and core activity, as required

- Identifying ATA Carnet, CITIES and other customs requirements in good time
- Producing detailed Conductor, Artistic and Management Touring Schedules according to established timelines, keeping all key parties informed of changes
- Drawing up schedules of payment for orchestra and choir fees and circulating payslips

TOUR MANAGEMENT

- Accompanying the MCO's three ensembles in rehearsals and on tour in the UK and internationally in the capacity of Tours & Concerts Manager and personnel manager, overseeing the smooth running of all arrangements
- Providing the necessary support and assistance on tour to the conductor, soloists, choir, orchestras and team to ensure the day-to-day welfare of the entire touring group
- Ensuring accurate performer attendance records are kept for all MCO's rehearsals and performances on tour and in the UK
- Coordinating the allocation of company tickets for performances on tour, in liaison with promoters and the MCO Development team
- Representing the MCO as required with promoters/management agencies, etc.

OTHER

- Keeping clear, accurate and up to date records of all concerts and touring information and performers at all times using agreed systems, and ensuring information is filed in a timely manner
- Reporting regularly to key relationships regarding progress, budget, important developments and issues arising
- Participating actively in management and team meetings regarding touring and other aspects of the Company
- Communicating key developments and giving general updates/relevant information to other members of the team as required

ABOUT YOU

The successful applicant will have the following qualities / experience:

ESSENTIAL

- At least 5 years' experience of touring groups with an arts organisation with an international profile
- Excellent interpersonal skills with a natural ability to inspire confidence with a wide range of personnel
- A high level of initiative, highly organised with meticulous attention to detail
- The ability to work well and remain calm under pressure
- The ability to multi-task and prioritise work efficiently, and to follow work through to completion within established deadlines
- A bright and pleasant disposition, with a good attitude and self-motivated
- A diplomatic, professional and sensitive manner, with experience of dealing with VIPs
- Knowledge of classical music
- Facility with digital office technology, platforms and databases
- Complete fluency in English (written & spoken)

DESIRABLE

- Experience of working within a small team
- Foreign languages are an advantage (French, German or Spanish would be desirable)

The Job Description is a guide to the nature of the work required of the role. It is not wholly comprehensive or restrictive and may be reviewed with the post-holder by the General Director, if required.