



JOB DESCRIPTION: Tours Manager (Freelance)

Fee:	Competitive
Reporting to:	General Director
Based:	Extensive travel abroad and within the UK
Hours:	The company performs approximately 40-50 concerts in ten or more countries each year following London based rehearsals. A Tours Manager is required to cover all these dates and the necessary travel days and free days whilst abroad.

The Tours Manager is responsible for accompanying the Company's three internationally renowned ensembles in rehearsal and on tour in the UK and worldwide ensuring tour arrangements run smoothly and the welfare of the musicians are prioritised.

Responsibilities include (but are not limited to):

- Ensuring the necessary members of personnel are present at rehearsals and concerts
- Managing all concerts and rehearsals (including set-up, distributing materials, arranging refreshments)
- Accompanying the MCO's three ensembles in rehearsals and on tour in the UK and internationally in the capacity of Tours 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 staff to ensure the day-to-day welfare of the 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.

ABOUT YOU

The successful applicant will have the following qualities / experience:

ESSENTIAL

- At least 5 years' experience of touring with an arts organisation with an international profile
- A high level of initiative, highly organised with meticulous attention to detail
- A diplomatic and sensitive manner
- The ability to work well under pressure
- A bright and pleasant disposition, and endless energy and motivation
- Knowledge of classical music

DESIRABLE

- 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.