



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

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 3% to an auto-enrolment pension
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):

**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.

**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**

- Booking all Artistic Director and General Director 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
- Researching and arranging complex travel and accommodation arrangements for individuals, as required, collating and filing receipts/statements for reimbursement, as necessary
- 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
- 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 liaising with the Finance & Administration Manager to agree payment dates

## **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.