



SCOTTISH NATIONAL JAZZ ORCHESTRA
Est. 1995

ORCHESTRA MANAGER

JOB DESCRIPTION

Job Title	SNJO & TSYJO Orchestra Manager
Location	Working from home, plus other locations as per orchestras' programme.
Reports To	Artistic Director & the SNJO/TSYJO Board of Trustees
Job Purpose	To support the Artistic Director in all aspects of management and administration to ensure the smooth running of the two orchestras. To assist the Board of Trustees in their role and aims of maximising the efficient operation of the SNJO and TSYJO and to ensure that good governance is followed at all times.

GENERAL TERMS & CONDITIONS

Hours	30 hours per week within standard office hours 10:00-18:00, Monday to Friday. Weekends and evening work will be required to cover concerts and tours. Payment of overtime does not apply to this post but time off in lieu will be offered instead.
Annual salary	Annual salary £24,000–£28,000 according to experience (This scale is pro rata for 30hrs per week)
Holiday Allowance	20 days per annum plus 8 public holidays
Probation Periods	3 months and at 6 months
Pension	6% will be contributed by the employer after the 1st Probation period. (The employee will contribute 2% to meet government work place pension minimum)

The SNJO is committed to promoting a diverse and inclusive community and as such will follow the terms and conditions of their Equality and Employment policy, which is available online at snjo.co.uk.

The Manager will undertake any duties appropriate to the post as requested by the Artistic Director, Board of Trustees or Funding Partners in line with the needs of the organisation.

The successful candidate will be expected to plan and organise their workload on a day-to-day basis, responding to orchestra requirements but adapting according to any need to ensure operational efficiency.

CONCEPT

The Scottish National Jazz Orchestra Manager is supported by a team consisting of assistants including:

- **Designer** (Web, Programmes, Fliers, Posters, Social Media)
- **Sound Technicians** (Live PA specialist, Recording Engineer & Roadies)
- **Photographer**
- **Writer** (Programme notes/Concert Announcements/Data Collection)

We deliver a year-round artistic programme of outstanding jazz performance, education, and broadcast events for audiences of all ages. The Artistic Director advances this vision by recruiting and retaining the most outstanding jazz musicians in Scotland and cultivating individual and collective virtuosity.

MISSION STATEMENT

The Scottish National Jazz Orchestra perpetuates orchestral jazz as an indispensable part of Scotland's Cultural Portfolio. Our mission is to be a creative force that inspires both audiences and musicians, promotes excellence, and enhances the reputation of jazz from Scotland on a world stage.

BACKGROUND INFORMATION

Founded in 1995 by Scottish saxophonist, composer and educator, Professor Tommy Smith OBE, the Scottish National Jazz Orchestra (SNJO) is a multiple award-winning repertory orchestra, and the UK's only national jazz big band. It is dedicated to promoting jazz as a pre-eminent art form through performances, original compositions, recordings, and educational outreach programmes.

In 2002, Tommy Smith established the Youth Jazz Orchestra (TSYJO) to provide an educational opportunity for Scotland's best young jazz musicians, many of whom have gone on to perform in the SNJO. The Tommy Smith Youth Jazz Orchestra (TSYJO) is now officially the youth wing of the SNJO and the two orchestras operate as one charity.

MANAGER PRINCIPAL – DUTIES & RESPONSIBILITIES

1) GENERAL ADMINISTRATION/FINANCE

Provide accurate, timely and helpful core administration duties including:

- a) Answer emails, calls and online queries on behalf of both orchestras
- b) Arranging Board meetings, preparing papers and taking, producing and distributing minutes/actions
- c) Carry out delegated administrative tasks for Artistic Director, Board Chairman or Board members
- d) Run office systems in line with agreed policies and processes
- e) Document production, filing, data entry and database maintenance according to GDPR
- f) Maintaining mailing lists and correspondence management, according to GDPR
- g) Ensure all insurance policies are maintained – public liability, employment, vehicle and equipment
- h) Assist the Board finance trustee responsible for monitoring financial performance
- i) Maintain financial records including bank accounts, cash flow and management accounts using MTD
- j) Invoice preparation and bill payment
- k) Administer salary and pension schemes
- l) Prepare quarterly VAT returns, and claim gift aid tax annually
- m) Compile quarterly financial data for presentation at Board meetings
- n) Ensure annual accounts and Creative Scotland financial reports are completed on time
- o) Update Companies House and OSCR annually or as any changes occur
- p) Liaise with Spartacus Recordings Limited over CD sales every 6mths and settle accounts

2) CONCERTS

All organisation for concerts, guest artists and SNJO / TSYJO musicians including:

- a) Booking rehearsal & concert venues and organising contracts
- b) Submit concert and ticket information plus images for venues
- c) Booking SNJO / TSYJO musicians as instructed by Artistic Director
- d) Organisation of Rehearsals and sending out schedules
- e) All administrative organisation of concerts
- f) Work permits, travel, both international and local, and accommodation for guests and musicians
- g) Meet and greet guests and plan local transport for all
- h) Prepare the content for concert programmes and coordinate printing
- i) Prepare tour itineraries for all concert series for SNJO musicians & visiting artist
- j) Liaise with Artistic Director, sound engineer and venues re tech requirements, stage plans, lighting, backline, access and piano tuning
- k) If a tour is arranged, ensure all performance /administrative details are covered as if at home
- l) Assist at concerts / performances including organising SNJO / merchandise stand
- m) Welcome Friends of SNJO and audiences as the main contact for SNJO / TSYJO

3) FUND RAISING

- a) Coordinate, prepare and pursue grant applications assisted by the Artistic Director
- b) Maintain and develop the Friends' scheme and establish legacy giving
- c) Seek business sponsorship to support Orchestral development and future programmes and recording – both financial and in-kind
- d) Applications to trusts, foundations and local councils

4) REPORTING

- a) Preparation of papers and all reports for Board / Creative Scotland / Sponsors
- b) Monitor, record and deliver a range of requirements for Carbon Scotland, Audience Data, etc.,
- c) Ensure all SNJO governance policies are reviewed annually and kept current

5) MEDIA, DIGITAL AND PR

- a) Develop a strategy for audience development and marketing of the orchestras and their concert tours
- b) Organise press releases, circulate and liaise with any press requests
- c) Organise the content, design, print and distribution of flyers, posters, brochures and newsletters in liaison with our designer
- d) Contribute to, update and maintain the orchestras' websites liaising with our Webmaster as needed
- e) Develop a strategy and maintain an active social media presence across all platforms
- f) Performance monitoring/evaluation through reviews, data collection, analysis and feedback
- g) Be a dynamic public face of the orchestras at concerts and events, networking to raise orchestra profile
- h) Arrange any social events and receptions
- i) Maintain a high profile for the SNJO

6) CONCERT SOURCING

- a) Seek out and procure new concerts and concert tours in the UK and internationally
- b) Develop strong relationships with UK & European Jazz Orchestras, Festivals, Promoters and Venues
- c) Industry Liaison: Attend and network at national and international jazz conferences as appropriate

7) GENERAL

- a) Order equipment and microphone repairs as requested by the Artistic Director

KNOWLEDGE - EXPERTISE & EXPERIENCE REQUIREMENTS

The ideal candidate will bring the following **ESSENTIAL** skills:

- A high standard of written and verbal English
- A friendly attitude as the main contact for the orchestras: face-to-face, by email and on phone
- Responsive, flexible, and adaptable interpersonal and communication skills
- Bookkeeping experience, specifically PAYE, VAT, MTD and online banking systems
- Good IT, website and digital skills using Microsoft Word / Excel / Wordpress with the willingness to extend knowledge
- Strong social media skills & familiarity with FB, Twitter & Instagram usage
- Experience of fundraising and marketing
- Strong track record of writing funding / grant applications, budgeting & completing reports
- A commitment and ability to solve problems quickly
- High Energy and Results driven
- Ability to work well individually and as part of a team

KNOWLEDGE - EXPERTISE & EXPERIENCE REQUIREMENTS



















The ideal candidate will bring the following **DESIRABLE** skills:

- Proven Experience in working in an artistic environment
- Holder of a full driving licence
- Working knowledge of Adobe Illustrator, In-Design, Photo-Shop, Google Drive, Hightail, Acrobat Professional, Premiere Pro, YouTube, Sound Cloud,
- Musician Union rules
- Performing Rights Society
- Experience of booking and negotiating with festivals and venues
- Knowledge of World Jazz Scene
- Experience with contracts, artist managers, composers, arrangers

REPORTING RELATIONSHIPS

- Reports to Artistic Director & SNJO/TSYJO Board
- Works with SNJO Team (Writer, Designer, Crew, Photographer)
- Works closely with lead music officer at Creative Scotland to keep them informed

Person Specification

Criteria	Essential	Desirable
Experience		
2 years' experience of accurate and efficient administration duties for a busy office team including document production, filing, data entry and database maintenance, good communication, publicity, maintaining mailing lists, arranging and distributing papers for meetings, taking minutes and organisation of people and events.		
Previous administration experience in an arts organisation.		
Knowledge & Abilities		
Excellent IT and digital skills including advanced knowledge of MS Word, Excel and Word Press.		
Skilled use of PAYE, VAT and QuickBooks or similar MTD system.		
Excellent organisational / administrative skills, with attention to detail.		
Proven ability to keep to deadlines and prioritise a large, diverse workload.		
Excellent communication skills, both written and verbal.		
Basic project management skills – able to take tasks e.g. a concert series, break it down into the required steps and make things happen.		
Clean driving licence		
Aptitude		
Accurate – able to produce accurate work first time.		
Organised / methodical – able to develop own ways of working to ensure all tasks are completed efficiently and with attention to budgets.		
Helpful – motivated by being of service to the team and wider stakeholders.		
Team player – motivated by being part of a busy and demanding team.		
Flexible – able to quickly move from task to task depending on demands. Able to scale up hours during the busy times of concerts / tours		
Resilience – able to remain calm and produce quality work under pressure.		
Self-starter – able to identify what needs to be done and work with limited guidance and supervision to achieve it.		
An interest in the arts.		
Proactive with a "can-do attitude".		
Problem solver with a natural solution focus.	