

IRISH BAROQUE ORCHESTRA

ORCHESTRA MANAGER ROLE: Details for prospective applicants

Summary

As part of a major expansion of its operations the Irish Baroque Orchestra is creating an Orchestra Manager role as part of its formal management structure, subject to review and renewal. This is a strategic development in line with IBO's recently-announced [Strategic Plan, Reimagining Our Culture](#), introduced by the Board of IBO in 2021.

As Orchestra Manager for the Irish Baroque Orchestra you have a vital role to play in the planning and implementation of the organisation's operations. You will work closely with the CEO to deliver projects in line with forecast budgets and established timescales for delivery, while managing the orchestra's musicians and key external production staff such as keyboard tuners and instrument movers. A degree of logistical management is included as a part of this role, and some touring work may be required. This role is crucial within the IBO's structure, sitting at the interface between the CEO, musicians and production team.

The goal of all at the IBO is to drive the company's development and share in a vision of long-term sustainable success.

Background

The Irish Baroque Orchestra is acclaimed as Ireland's flagship period music ensemble and delivers historically-informed performances to the highest standards across Ireland and abroad. Under the artistic direction of Peter Whelan, scholarship and musical excellence converge in a unique way through the IBO's work. This creates an original offering like no other organisation on the Irish classical music scene. Through this integration of research and practice the very idea of an orchestra is defined afresh, providing an unusual and enriching experience for today's audiences.

As an ambassador for the stories of Ireland's musical past, the IBO uses its unique perspective to develop the growing store of knowledge surrounding the very early days of Baroque and Classical music in Ireland. The IBO's research, recordings and performances offer the people of Ireland a new opportunity to reevaluate and reclaim their cultural heritage, while also engaging the Irish diaspora through the increasing global reach of this work. Even Handel's Messiah - an annual touring highlight in the IBO calendar - is a rekindled link to Dublin's cultural life in 1742.

In 2019 the orchestra released 'Welcome Home Mr Dubourg' on Linn Records, which was profiled in the Irish Times and on BBC Radio 3 and met with positive reviews across Europe. The second album, 'The Trials of Tenucci' featuring Irish mezzo-soprano Tara Erraught, came out in March 2021 and went straight to the top of the iTunes classical chart in Ireland upon its release. It has enjoyed critical acclaim world-wide, receiving notable praise from Gramophone Magazine, France Musique & BR Klassik.

The IBO is committed to developing the scene for historically-informed performance in Ireland, and works with a number of partner organisations across the country to ensure its continued growth for future generations. The Irish Youth Baroque Orchestra gives students the opportunity to work intensively on elements of period style, and IBO's Apprentice Scheme supports students as they take their first steps into the profession. An annual side-by-side scheme with the Royal Irish Academy of Music is a crucial, recent development in the IBO's educational portfolio, as is a new Baroque Strings class aimed at amateur adult string players.

The Irish Baroque Orchestra is generously funded by the Arts Council / An Chomhairle Ealaíon. It also receives financial support from Dublin City Council and Culture Ireland. The orchestra has its own collection of period instruments, purchased with the assistance of an Arts Council capital grant and the Department of Arts, Heritage and the Gaeltacht. The IBO is resident at the National Concert Hall, Dublin and as of 2021 is an ensemble member of the Réseau Européen de Musique Ancienne (European Early Music Network).

Role Description

Responsibilities of the role include :

- Being first point of contact on the staff for orchestral musicians regarding project work; dealing with their enquiries, questions and issues.
- Drafting and distributing the project schedules to the orchestra, according to internal IBO timelines, and keeping the musicians up to date with any other relevant information or announcements about their scheduled activity.
- Discussing and agreeing rehearsal schedules with the Artistic Director, guest conductors and visiting artists, in conjunction with the CEO.
- Managing requests from players for leaves of absence ('NAs'), liaising with the CEO where necessary over the worth and feasibility of such requests, keeping accurate records of granted NAs and fixing replacement players as required.
- Managing all project logistics including travel and accommodation for visiting performers.
- Establishing seating plans for all concerts in discussion with the Artistic Director and Leader (Principal Leader and Associate Leader from 2023), as necessary.
- Overseeing the management of the music library and helping to ensure all music is acquired and available in good time prior to all rehearsals. This may include scanning and uploading so that musicians can access parts digitally.
- Ensuring that the orchestra's performances run successfully and according to plan.
- Ensuring all production contractors supporting the orchestra's artistic output (e.g. keyboard technicians) work to agreed schedules and budgets, in conjunction with the CEO.
- Managing casual production assistants, tuners, transport and box office staff for performance where required.
- Taking responsibility for the Health & Safety of musicians and sub-contractors during all concerts and rehearsals where required. This will include conducting Risk Assessments with the CEO.

Person Specification

Your effectiveness in the role will rely on an enthusiastic attitude to problem-solving (including anticipating where issues may arise), good people management skills and excellent communication. We wish to appoint someone who demonstrates initiative and who will confidently embrace the many responsibilities, opportunities and challenges inherent in this role. The ability to work independently as well as part of a team is a key component of the role.

The following attributes are desirable:

- Strong track record (minimum 3 years) in performing arts administration, preferably within an orchestral context, with outstanding organisational skills and resourceful delivery of artistic projects.
- Direct experience of working closely with, and managing, orchestral musicians and guest artists.
- Proven ability to manage performing artists; sensitive understanding of musicians and their needs
- Good knowledge of classical /orchestral music, practice and repertoire.
- Energetic and personable approach to team working, able to cultivate great working relationships with musicians, colleagues and a wide range of external partners.

- Professional event management experience.
- Proven ability to manage a variety of projects simultaneously and work on own initiative.
- Excellent verbal and written communication skills.
- Proficient computer usage.
- Musical literacy.
- Full EU driving licence held for at least one year.
- Exceptional attention to detail and ability to manage a complex workload with several projects running concurrently.

The following attributes are advantageous:

- Passion and enthusiasm for historical performance and the promotion of baroque music.
- Proficiency in music editing software, such as Sibelius, Finale or similar.

Terms of Appointment

- 0.6 FTE, pro rata salary €35,000, commencing as close to April 1st as is feasible.
- Six month initial fixed-term contract, with the potential to consequently extend to full-time.
- Line Manager: CEO
- Key relationships: Artistic Director, IBO members and all visiting/guest musicians.

Application Process

To apply for the Orchestra Manager role please send your CV and covering letter to recruitment@irishbaroqueorchestra.com by 5pm on Friday 25th February, with the subject line 'Orchestra Manager Application'. Your letter should not exceed one side of A4. Please refer closely to the role description and person specification, using your letter to demonstrate your suitability for the position. Please include your contact details, names and contact details of two referees (we will not request references without discussing this with you) and how you heard about this position.

We will create a shortlist of candidates to invite to the interview stage by mid-March, and expect to be in a position to indicate the outcome of all expressions of interest to applicants on or before this date.