

Scottish Ensemble - Job Description

Job Title	Project Manager (maternity leave cover)
Hours	35 + some evenings and weekends during touring projects as required (There is some flexibility in this job role; applicants interested in flexible or part-time working conditions should highlight their preferences in their application).
Location	CCA, 350 Sauchiehall Street, Glasgow G2 3JD
Reports to	Director of Artistic Planning
Role purpose and role dimension	Project administration and management for SE's own-promoted and co-promoted UK concerts, events, and creative learning activity
Key external contacts	<ul style="list-style-type: none"> • Venues • Artist agents • Transport, hotel, and other touring contacts • SE Residency partners e.g. schools, city councils, local music-makers
Key internal contacts	<ul style="list-style-type: none"> • Director of Artistic Planning • Chief Executive • Projects & Fundraising Officer • Artistic Director • SE Players
Key Tasks	<ul style="list-style-type: none"> • Pre-tour management for SE's UK concerts and tours (creating schedules and technical riders, arranging travel/accommodation, addressing any other practical needs arising from SE projects) • With the Director of Artistic Planning, liaising with residency partners on content and logistics for residency activity • With the Director of Artistic Planning, project managing SE's creative learning projects • Overseeing music hire and managing SE music library, as well as acting as music librarian on tour • Stage and concert management on tour • Van driving when SE is on tour • Keeping up-to-date records and files of tour projects and logistical arrangements • Undertaking regular tour risk assessments • Assisting the Director of Artistic Planning with additional planning duties when required • With the rest of the team, early implementation stages of an ambitious new strategic plan, to commence in the 2018-19 season
Financial dimensions	<ul style="list-style-type: none"> • Tracking tour expenditure and managing post-tour invoicing, player payments and box office settlements • Planning in line with project budgets

Person Specification

Essential knowledge	<ul style="list-style-type: none"> • Educated to degree level or equivalent workplace experience • Understanding of concert, event and touring logistics
Desirable knowledge	<ul style="list-style-type: none"> • Music qualification or performance experience an advantage
Essential skills and qualities	<ul style="list-style-type: none"> • Creative approach to problem-solving • First-class communication and interpersonal skills • Excellent and demonstrable writing skills • Advanced MS Office skills (Word, Excel, Outlook, Access, Powerpoint) • Ability to read music • Exceptional attention to detail • Strong organisational and planning skills • High levels of self-motivation • Ability to work under pressure and prioritise • Ability to build positive and constructive relationships with internal and external contacts • Ability to work to fixed budgets
Essential experience	<ul style="list-style-type: none"> • Circa two years' experience of project management or administration in an arts organisation • Demonstrable experience of managing a varied workload and achieving objectives
Desirable experience	<ul style="list-style-type: none"> • Experience of planning concerts, performances or tours
Special conditions	<ul style="list-style-type: none"> • Applicants must be able to attend concerts and events across Scotland outside of normal working hours as required by the company's touring schedule