

Scottish Ensemble - Job Description

OPTION A - 3 days/week

Job Title	Project Manager (fixed term contract until February 2016)
Hours	21 + some evenings and weekends during touring projects as required
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"> • Venue staff • 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 • General Manager • Fundraising & Projects Officer • Artistic Director • SE Players
Key Tasks	<ul style="list-style-type: none"> • Pre-tour management for SE own-promoted UK concerts and tours (creating schedules and technical riders, arranging travel/accommodation) • Tracking expenditure and managing post-tour invoicing / payments • Keeping up-to-date records and files, both online and in hard copy of tour projects and logistical arrangements • Overseeing music hire and SE music library • Making regular tour risk assessments • Liaising with project partners to finalise plans for forthcoming residency projects • With the Director of Artistic Planning, project managing SE's smaller creative learning projects and developing these plans

OPTION B - 3 days/week (plus evenings & weekends during touring projects)

Hours	21 + evenings and weekends during touring projects
Key Tasks	<p>As above with the additional duties as follows:</p> <ul style="list-style-type: none"> • Driving the van on tour • Stage management and overseeing of technical set up where relevant • Acting as music librarian on tour

Person Specification

Essential knowledge	<ul style="list-style-type: none"> • Educated to degree level or equivalent • 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 abilities	<ul style="list-style-type: none"> • 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"> • Previous 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"> • In the case of OPTION B, applicants will be responsible for on-the-road management of SE tours so must be able to regularly attend concerts and events across Scotland outside of normal working hours as required by the company's touring schedule. • In the case of OPTION A, some attendance at concerts will be expected but this will be on a case-by-case basis.