

General Manager – Belfast Philharmonic Society

Job Description

The Manager will be responsible to the Board of Trustees and will work in consultation with the Chorus Master and Youth Choir Artistic Director. The successful candidate will manage Belfast Philharmonic Society through the next phase of its strategic development demonstrating innovative leadership in achieving the Society's objectives.

The Manager will be expected to run the organisation in an efficient, effective and economical way. Specific responsibilities will include:

1.0 Finance and Legal

To implement all aspects of the financial management of the organisation in association with the Honorary Treasurer of the Society this may include:

- 1.1 Preparation of the Annual Budget and regular reviews and reports.
- 1.2 Managing the day to day recording and administration of income and expenditure on the SAGE accounting system
- 1.3 Producing agreed monthly management information and informing the Board of Trustees of any issues when they arise
- 1.4 Assisting with the preparation of the Annual Accounts
- 1.5 Being familiar with the financial procedures of the Society and adhering to the Society's policies
- 1.6 Ensuring the necessary insurance cover is in place for the activities of the Society, its members and staff
- 1.7 Ensuring compliance with the regulations of the Northern Ireland Charity Commission and General Data Protection Register and help draft governance documentation
- 1.8 Negotiation and administration of salary, fees and expenses for staff in consultation with the Board of Trustees
- 1.9 Updating and implementation of the Policies of the Society in relation to Safeguarding Children and Adults at Risk, Trips and Visits, Equal Opportunities, Health and Safety, Disability and Risk Management
- 1.10 Preparation of job descriptions and advertisements for posts within the Society and assisting any selection panel where appropriate and maintaining HR records
- 1.11 Arranging Access NI checks for staff and volunteers as required

- 1.12 Ensure that regular and secure back-up and storage of the Society's files takes place ensuring that appropriate insurances are in place for any such loss.
- 1.13 Agreeing and co-ordinating the programme of concerts and events with the Board of Trustees, Artistic Staff and other organisations.

2.0 **Fundraising**

- 2.1 The development and review of a fundraising strategy
- 2.2 Identifying sources of funding as part of the Budget process including preparing and submitting applications and specifically the annual Arts Council of Northern Ireland application in consultation with and reporting to the Board of Trustees
- 2.3 Making presentations to sponsors and grant-giving bodies as required
- 2.4 Devising and implementing fundraising schemes to generate additional income

3.0 **Auditions**

The co-ordination and management of the auditioning processes in consultation with the Board of Trustees, Chorus Master, Youth Choir Artistic Director, Assistant Director and the Phil Kids Administrator.

4.0 **Rehearsals, Concerts, Trips and Visits, Touring and Recording**

- 4.1 Arranging dates and venues in consultation with the Board of Trustees, Chorus Master, Youth Choir Artistic Director and Phil Kids Administrator ensuring insurance and safety requirements are met
- 4.2 Preparation of costings for concerts and events
- 4.3 Liaising with the Ulster Orchestra and with NI Opera with regard to concert requirements
- 4.4 Ensuring that Performing Rights Society licensing payments are met as required
- 4.5 Arranging the participation of soloists and the negotiation of fees and travel costs
- 4.6 Overseeing box office management and providing regular reports
- 4.7 Drawing up a guest list in consultation with the Board of Trustees
- 4.8 Arranging of guest receptions as required
- 4.9 Assisting with the requirements of sponsors and grant aiding bodies
- 4.10 Overseeing stage management of concerts ensuring a high standard of presentation
- 4.11 Arranging transport and meals on trips and visits
- 4.12 Arranging the marketing of concerts and events
- 4.13 Arranging all aspects of any recording

- 4.14 Planning, organising and implementation of all aspects of BPS concerts, tours, trips and visits with the assistance of the Administrator. Complying with the Belfast Philharmonic Society Policy on Trips and Visits

5.0 **Education and Outreach**

Planning for Education and Outreach programmes in consultation with the Chorus Master, Youth Choir Artistic Director, Assistant Director and the Board of Trustees

- 5.1 Further development of the school workshop programme
- 5.2 Further development of co-operation and liaison with other arts organisations for enhancing the education and outreach of members and potential members
- 5.3 The development of a strategic plan for music education and outreach in consultation with artistic staff
- 5.4 The management and co-ordination of events relating to education and outreach
- 5.5 Developing a staff professional development programme in consultation with music staff

6.0 **PR and Marketing**

- 6.1 Development and implementation of a PR and Marketing strategy for the Society to include the work of the Philharmonic Choir and Youth Choirs
- 6.2 Writing and distributing press releases where necessary liaising with press and agencies
- 6.3 Liaising with all aspects of media to maximise coverage of activities
- 6.4 Devising and implementing promotional schemes for concerts and events
- 6.5 Managing the design, content and production of printed promotional materials and programmes

7.0 **Recruitment**

- 7.1 Development and management of the recruitment process for the Philharmonic Choir in consultation with the Chorus Master and the Board of Trustees
- 7.2 Development and management of the recruitment process for the Youth and Children's Choirs in consultation with the Youth Choir Artistic Director, Assistant Director, Phil Kids Administrator and the Board of Trustees.

8.0 **General Administration**

- 8.1 Overseeing the day to day running of the Society
- 8.2 Making appropriate reports required by the Arts Council of Northern Ireland and other stakeholders
- 8.3 Maintaining contact and exchange of information with other youth and music organisations throughout the United Kingdom and Ireland

- 8.4 Dealing with enquiries and requests from the general public, other organisations and parents in partnership with the Phil Kids Administrator
- 8.5 Maintaining a good relationship between Belfast Philharmonic Society and other organisations such as the Arts Council of Northern Ireland, Ulster Orchestra, NI Opera and potential partners and funders
- 8.6 Carrying out any other duties assigned by the Board of Trustees as required.
- 8.7 Attend relevant events, conferences and networking opportunities
- 8.8 Arrange and attend Board meetings and take relevant minutes

General Manager: Person Specification

Essential Criteria

The successful candidate must have the following skills:

- At least 3 years experience in an Arts organisation role;
- Excellent IT skills – at least 3 years' experience in using Microsoft Word, Excel, and Outlook;
- At least 2 years experience of working with young people;
- Excellent communication skills;
- A full, clean UK-driving licence and access to car;
- The ability to work independently on their own initiative and the capacity to work from home;
- Ability to work evenings and weekends.

Desirable Criteria

The following attributes would be desirable in the successful candidate:

- A degree in music or related arts subject;
- A qualification in word-processing/IT skills;
- Experience of SAGE accounting package;
- Child Protection Training.

Terms & Conditions:

Salary Range: £20,000 - £25,000 commensurate with experience together with the statutory pension contribution. The post is for an initial period of three years. There will be a probationary period of six months.

There will be an average of 35 hours per week.

Holidays may not be taken during the time of any BPS activity nor in the 4 weeks prior to specific BPS activities save where prior written consent of the Board is obtained.