



Charity Registration No NIC103443

PRODUCTION MANAGER

Belfast Philharmonic Society (the Society) is seeking a Production Manager.

Belfast Philharmonic Choir (The Phil) was founded in 1874 and is Northern Ireland's only symphonic chorus. The Phil has a distinguished history of performance in Belfast and beyond over all the intervening years. We are celebrating our 150th anniversary this 2024-2025 season. The Phil (c.150 members) performs regularly as part of the Ulster Orchestra's main season under conductors engaged by the orchestra as well as organising our own concerts and events. Our Youth Choirs programme will reach its 20th anniversary in 2025-2026.

JOB DESCRIPTION

POST: Production Manager, Belfast Philharmonic Society (BPS)

LOCATION: Hybrid (working from home and St Bride's Hall)

SALARY: Range (Full-time equivalent) £26,000-30,000 per annum, commensurate with experience. Pro rata for part-time working 22 hours per week.

REPORTS TO: Chair of BPS

RESPONSIBLE TO: BPS Board of Trustees and will work in consultation with the Chorus Director.

The Society's Board includes Honorary Secretary and Honorary Treasurer roles. The Society's Youth Choirs are administered by the Youth Choirs Supervisor who reports to the Youth Choirs Coordinator on the Board of Trustees. The Production Manager will be required to liaise with the Youth Choirs Supervisor on occasion. See Appendix A, structure of the organisation.

Timing of appointment: The Production Manager is expected to take up position by March 2025 or as soon as possible thereafter.

JOB SUMMARY:

The post-holder will;

- Provide professional production and management of the Society.
- Produce events for the Society's symphonic choir
- Liaise with stakeholders and team members to maintain good communication, facilitate best use of resources, and co-ordinate those services within their sphere of responsibility. The post-holder will provide leadership and oversee

the coordination of all staff/volunteers within their area of responsibility.

- Adhere to the BPS Strategic Plan, demonstrating accountable leadership to achieve the Society's objectives.
- Co-ordinate and provide support for the Society's development & strategic planning in conjunction with the Chair and Board of Trustees.
- Monitor and analyse any variance in process and/or outcome from agreed plans and standards and report same to the Chair and Board Trustees.
- Be responsible for a delegated budget (set by the Board of Trustees) and accountable for the effective financial management and performance through budget-management and effective oversight.
- Alert and escalate if appropriate to the Chair and Board of Trustees, any operational or personnel-related issues in a timely manner to allow any further action to be taken.

JOB TITLE AND ROLE: Production Manager, Belfast Philharmonic Society (BPS)

Application Items Required (please attach PDF documents):

1. Completed application form evidencing how your qualification, skills and experience combine to make you an excellent candidate.
2. Complete contact details of two referees.
3. Equal Opportunities Monitoring form.
4. Eligibility to work if not a UK or Irish citizen.

Closing Date and Time: 15:00 hours on Monday 17th February 2025

Applications received after this time may not be considered.

Initial shortlisting will be followed by interviews (which may be held in person or online) for those shortlisted, to be held during week commencing **24th February 2025**

All applications, with attachments, should be submitted electronically in PDF format to manager@belfastphilharmonic.org.uk

Belfast Philharmonic Society is an Equal Opportunities Employer. We do not discriminate against our job applicants or employees and we aim to select the best person for the job. We monitor the community background and gender of our job applicants and employees in order to demonstrate our commitment to promoting equality of opportunity in employment and to comply with our duties under the Fair Employment & Treatment (NI) Order 1998.

You will be asked to submit a Fair Employment Monitoring Questionnaire alongside your application.

Further information regarding Belfast Philharmonic Society can be found at www.belfastphilharmonic.org.uk

NOTES TO APPLICANTS:

1. You must clearly demonstrate on your application form, under each question, how you meet the required criteria. Failure to do so may result in your not being shortlisted. You should clearly demonstrate this for both the essential and desirable criteria.
2. Shortlisting will be carried out on the basis of the essential criteria set out in Section 1 below, using the information provided by you on your application form. Please note the Society reserves the right to use any of the desirable criteria outlined in Section 3 at shortlisting. You must clearly demonstrate on your application form how you meet any of the desirable criteria.
3. Proof of qualifications will be required if an offer of employment is made – if you are unable to provide this, the offer may be withdrawn.

ESSENTIAL CRITERIA		
SECTION 1: The following are ESSENTIAL criteria which will initially be measured at shortlisting stage and may be further explored during the interview/selection stage. You should therefore make it clear on your application form whether or not you meet these criteria. Failure to do so may result in you not being shortlisted. The stage in the process when the criteria will be measured is stated below.		
Factor	Criteria	Method of Assessment
Experience	Worked for a minimum of 3 years within Arts Administration.	Shortlisting by Application Form
IT skills	At least 3 years' experience in using Microsoft Word, Excel and Outlook	Shortlisting by Application Form
Transport	Full valid driving licence/access to vehicle and/or public transport	Shortlisting by Application Form
Working remotely	The ability to work remotely	Shortlisting by Application Form
Ability to work independently	The ability to work independently on your own initiative	Shortlisting by Application Form
Flexible working	Ability to work evenings and weekends	Shortlisting by Application Form
SECTION 2: The following are ESSENTIAL criteria which will be measured during the interview/ selection stage:		
Factor	Criteria	Method of Assessment
Skills / Abilities	<ul style="list-style-type: none"> • Having delivered against challenging programmes for a minimum of 3 years meeting a range of key targets and making improvements in service development and work force planning. 	Interview / Test

	<ul style="list-style-type: none"> • Having worked with a diverse range of stakeholders, both internal and external to the organisation, to achieve successful outcomes • Successfully demonstrating people - management, governance, leadership motivation and organisational skills to co-ordinate team and stakeholders for a minimum of 3 years • Experience of financial management and budgetary control in a large organisation • Excellent communication / interpersonal skills • Evidence of knowledge of electronic information systems 	
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DESIRABLE CRITERIA

SECTION 3: these will **ONLY** be used where it is necessary to introduce additional job-related criteria should further shortlisting be required. You should therefore make it clear on your application form how you meet these criteria. Failure to do so may result in you not being shortlisted

Factor	Criteria	Method of Assessment
Experience	<ul style="list-style-type: none"> • Extent of experience in arts administration • Experience of leadership/ management in an arts organisation • Fundraising experience • Knowledge of music organisations 	Shortlisting by Application Form
Values	<ul style="list-style-type: none"> • An interest in singing, choral music and live concert performance 	Shortlisting by Application Form
Qualifications	<ul style="list-style-type: none"> • A degree in music or related arts subject or in management • A qualification in word-processing/IT skills • Experience of SAGE accounting package ▪ Child protection training 	Shortlisting by Application Form

VALUE-BASED RECRUITMENT

Candidates who are short-listed for interview will need to demonstrate at interview that they have the required knowledge, skills, competencies and values to be effective in this role.

In answering the value-based questions you have the opportunity to share examples of when you have demonstrated values relevant to the BPS Production Manager post

NOTE:

Where educational/professional qualifications form part of the criteria you will be required, if shortlisted for interview, to produce original certificates, and one photocopy of same, issued by the appropriate authority. Only those certificates relevant to the shortlisting criteria should be produced. If educational certificates are not available an original letter and photocopy of same detailing examination results from your school or college will be accepted as an alternative.

If successful you will be required to produce documentary evidence that you are legally entitled to live and work in the United Kingdom. This documentation can be a P45, payslip, National Insurance Card or a birth certificate confirming birth in the United Kingdom or the Republic of Ireland. Failure to produce evidence will result in a non-appointment.

TERMS AND CONDITIONS

Salary range: £26-30K per annum pro rata for 22 hours per week (hybrid working) commensurate with experience together with the statutory pension contribution.

The 22 hours per week include weekly rehearsals and events/concerts throughout the season if attendance is required.

The contract for the post is for an initial 3 years, with the possibility of extension.

There will be a probationary period of 6 months.

Annual leave to be applied for outside the time of BPS activities e.g. a month leading up to concerts and tours. Permission in exceptional circumstances may be requested from the Chair.

Yearly annual leave quota is 13.5 days per annum for this 22 hour per week post (equivalent to 20 days per annum for a full-time post) pro rata plus NI Bank and Public Holidays (normally 12 days).

Notice period is two months.



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