

philharmonia orchestra

ASSISTANT STAGE / TRANSPORT MANAGER

JOB DESCRIPTION

Reports to: Stage / Transport Manager

KEY ROLE OBJECTIVES

Together with the Stage / Transport Manager, the Assistant Stage / Transport Manager is responsible for the supervision and delivery of the Orchestra's transport function, and for coordinating and managing the technical, stage management and instrument transportation requirements of the Orchestra. The post-holder is a member of the Concerts Department.

ROLE & RESPONSIBILITIES

- To assist in organising the transportation of the Orchestra's instruments for all engagements including rehearsals, concerts, film sessions, audio recordings and tours, both in the UK and overseas
- To ensure the stage is set correctly for all rehearsals, concerts and recording sessions
- To ensure all stage moves during performances are professionally and efficiently carried out
- To liaise with conductors, soloists and members of the Orchestra to establish their on stage requirements and to ensure such requirements are met
- To prepare stage plans for engagements and tours as required using Microsoft Visio software
- With the Stage / Transport Manager, to supervise any casual stage staff engaged by the Orchestra, ensuring that such staff maintain the professional standards required by the Philharmonia
- To liaise with venues both in this country and overseas regarding the Orchestra's stage and transport requirements
- To work in conjunction with the Concerts Department to ensure the smooth running of all engagements
- To load and unload transport vehicles and aircraft as necessary
- To represent the Orchestra as a member of the Concerts team

- To plan for the Orchestra's Music of Today (MoT) series: including stage plans, logistics and running of rehearsals and performance.
- To ensure a safe working environment and that safe working practices are adhered to
- To ensure all sound protection equipment is maintained and available at every rehearsal, concert and recording session
- To ensure that the orchestral storeroom in the Royal Festival Hall is kept clean and tidy
- To be responsible for the safety of instruments whilst in the care of the stage management team
- To ensure all necessary percussion instruments and timpani are hired for tours, concerts and recording sessions and to work with the Stage / Transport Manager, Principal Percussionist and Timpanist to agree such requirements.
- To maintain the Orchestra's flight boxes in good condition
- To ensure that all Health and Safety policies are adhered to, and to report any Health and Safety issues to the Stage / Transport Manager.
- Undertaking such other duties as may reasonably be required by the Company.

EXPERIENCE AND SKILLS REQUIRED

Essential

- Excellent organisational skills and the ability to keep tidy and clear records, meet deadlines and be adept at using technology to aid the day-to-day running of the stage and transport department
- Lifting and handling experience; to be able to handle large, heavy, valuable items using safe manual handling techniques whilst making every effort to avoid damage occurring
- Excellent communication skills, both verbal and written
- The ability to work within a closely knit team and experience of managing staff
- Maturity, diplomacy, patience, tact and a good sense of humour
- Willingness to work unsocial hours both in the UK and abroad
- Ability to work to demanding deadlines and be able to work under pressure
- A clean driving licence

Desirable

- Experience of working with an orchestra
- Some musical knowledge
- Knowledge of the problems and complexities of orchestral layouts
- Knowledge of the methods and practices employed in handling, packing, loading, unloading and stowing of musical instruments
- Awareness of the value of the instruments and special consideration that must be given when dealing with delicate and awkward instruments
- Experience in the use of Visio software for the production of stage plans

- Experience of dealing with international carnet and customs
- Proven computer skills
- Proven knowledge of relevant Health and Safety Regulations, and an understanding of the need to comply with these regulations
- Current Manual Handling training certificate

Additional Information

- Salary: in range £22,000 - £25,000 per annum
- Annual leave: **33** days per annum, including public and bank holidays
- Pension: the Company has a pension scheme into which you will automatically be enrolled (subject to the provisions of auto-enrolment legislation) upon completion of a **3-month** qualifying period, and into which the Company will pay 6% of salary

Application Procedure

To apply, please email your CV and covering letter to recruitment@philharmonia.co.uk

Please also complete our Equality and Diversity questionnaire and return it with your application. The questionnaire can be found on our website: <https://www.philharmonia.co.uk/vacancies>

Please include details of two referees in your application, stating at what point in the recruitment process each of them may be contacted (we will not contact your referees without your permission).

Deadline for applications: **09.30am on Monday 25 February.**

If you have not heard from us by close of business on Thursday 28 February, unfortunately your application has not been successful.

Candidates are required to have the right to work in the UK

The Philharmonia Orchestra is committed to equal opportunities. We are working to achieve diversity and welcome applications from all sections of the community.
