



HALLÉ
CONCERTS SOCIETY
YOUTH ENSEMBLES
ADMINISTRATOR

(FULL-TIME PERMANENT)

Recruitment information pack

Hallé Concerts Society
The Bridgewater Hall
MANCHESTER
M1 5HA
www.halle.co.uk

CONTACT DETAILS FOR THIS APPLICATION

Linzi Watts, Personal Assistant and Office Manager • Email: linzi.watts@halle.co.uk

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1. BACKGROUND

‘the most articulate, consistently beautiful playing of any full-time orchestra in recent years.’

The Spectator, 2023

Innovation has been central to the Hallé since its foundation in 1858 by Sir Charles Hallé, a true pioneer. His fundamental belief that music should be for everyone remains central to the orchestra’s vision today, yet the Hallé is much more than just a world-beating symphony orchestra. Its collective spirit can be felt in the variety of communities it embraces, the diversity of the ensembles it nurtures and the array of different concerts it offers.



Since 1858, Sir Charles Hallé’s ground-breaking work has been continued by other musical legends: Hans Richter, Hamilton Harty, John Barbirolli and Sir Mark Elder. The 2023-2024 season is Sir Mark’s final one as Music Director: he will be stepping aside after almost a quarter of a century at the helm. From the 2024-2025 season, Sir Mark takes the role of Conductor Emeritus and passes the baton to Kahchun Wong, who opens a new chapter for the Hallé as Principal Conductor and Artistic Advisor.

Sir Mark Elder bookends the 2023-2024 Manchester season with two very special Mahler symphonies (Nos. 9 and 5). Overflowing with extraordinary music, stellar artists and exciting new collaborations, the season includes orchestral, operatic and choral showpieces such as Elgar’s *Enigma Variations*, Verdi’s *Simon Boccanegra* and Ravel’s *Daphnis and Chloe*. Thomas Adès, one of the most celebrated living composers and conductors, joins the Hallé for the first of two seasons as Artist-in-Residence.

At the heart of the Hallé are its players, led by their dynamic Leader, Roberto Ruisi. Hailing from over 14 different countries, they are extraordinary, multi-skilled individuals in their own right - soloists, chamber musicians, educators and more - who, when united in concert, create the unique and world-famous Hallé sound.

Originally based in Manchester's Free Trade Hall, the Hallé has been resident at the specially built Bridgewater Hall, one of the world's great concert venues, since it was opened in 1996.

Hallé St Peter's opened in the resurgent area of Ancoats in 2013 and now includes the triple RIBA Award-winning Oglesby Centre. It provides a home for the Hallé to rehearse, record and perform, as well as a base for Hallé Connect, the banner that unites all the Hallé's varied schools and community work.

The Hallé performs to over 100,000 people annually at The Bridgewater Hall and this season its expanded offering includes hour-long immersive Rush Hour concerts, specially devised family performances and a series of unique collaborations with celebrated artists from other genres in 'The Hallé Presents ...'. Hallé St Peter's hosts a series of relaxed concerts and an incredibly popular lunchtime Chamber Series that frequently attracted capacity audiences.



One of the biggest initiatives of its kind in the world, Hallé Connect's education and outreach projects inspire and engage more than 76,000 people a year, bringing music in its broadest sense to many who have never before visited a concert hall. The ever-expanding family of ensembles welcomes over 700 people, aged eight and upwards, through its doors each week.

In addition, the Hallé holds residencies in major cities across the North West, performs regularly at prestigious international festivals, such as Edinburgh and the BBC Proms, and tours overseas, reaching another 70,000 listeners, both here and abroad. Encouraged by an enhanced social media presence, the Hallé has seen a dramatic increase in younger audiences, as well as the launch of its own record label, filmed concerts released online, expanded repertoire with brand-new commissions and numerous awards, including a 2022 South Bank Sky Arts Award.

1.1 THE ORCHESTRA

The Orchestra has 80 permanent posts (with some players employed on part time contracts) and gives around 140 concerts and events each year

Further information about the Orchestra and its performances is available at www.halle.co.uk

1.2 DIVERSITY, INCLUSIVITY AND RELEVANCE

The Hallé Concerts Society is embedded in its city and aims to reflect the great diversity of Greater Manchester in all areas of its work: musicians, staff, Board participants and audiences.

Our ambition is to ensure that all employees and job applicants are given equal opportunity and that our organisation is representative of all sections of society. Each employee will be respected and valued and able to give their best as a result. We're committed to providing equality and fairness to all in our employment and not provide less favourable facilities or treatment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, ethnic origin, colour, nationality, national origin, religion or belief, or sex and sexual orientation. We are opposed to all forms of unlawful and unfair discrimination. All employees, no matter whether they are part-time, full-time, or temporary, will be treated fairly and with respect.

But simply having a diverse workforce is not enough. We want to build an inclusive environment, where everyone can develop to their full potential. We celebrate our differences, and recognise the importance of teams reflecting the activities and communities they serve.

We operate an Equal Opportunities Recruitment Policy and welcome applications from all sections of the community. We would particularly welcome applications from applicants who identify as disabled, D/deaf, and/or neurodivergent who can bring their own lived experience to this role. The Hallé will provide support to ensure that you feel comfortable stepping into the organisation, the type of which may be new or unfamiliar to you, so that you can feel your best self at work. Mentoring or training will be provided during the induction period, if required.



2. THE ROLE

2.1 JOB OVERVIEW

The Youth Ensembles Administrator reports to the Ensembles Manager. They are responsible for organising and delivering the work of the Hallé's Ensembles for teenage musicians, specifically the Youth Choir, Youth Training Choir and Youth Orchestra. They will work under the direction of the Ensembles Manager and in close collaboration with the Ensembles artistic and administrative teams. The Ensembles family sits within the Hallé Connect Team.

Hallé Connect covers all of the Hallé's work away from the formal concert platform, working across the whole community from schools to care homes, nurturing young talent and bringing music in its broadest terms to those who may not attend the concert hall. Hallé musicians work in various settings across Greater Manchester and beyond, releasing creativity and raising aspirations through very accessible and practical projects.

MAIN DUTIES AND RESPONSIBILITIES

- All day-to-day administrative tasks relating to the Youth Choir, Youth Training Choir and Youth Orchestra
- Safeguarding and pastoral care responsibilities whilst on call
- Planning and facilitating rehearsals, auditions, projects, performances and tours in liaison with the Ensembles Manager and artistic team, including budget management, library and stage management requirements as necessary
- Overseeing the planning and delivery of Youth Ensembles summer residential courses and tours in liaison with the Ensembles Manager
- Being the first point of Hallé contact for Youth Ensemble members and parents / carers
- Responsibility for co-ordinating and supervising work experience placements within the department
- Assisting with the annual Youth Ensembles recruitment process
- Overseeing Youth Ensembles payment processes including the administration of Youth Bursaries, in liaison with the Bursary Awards Panel
- Recruitment and organisation of volunteer help for activities
- Maintaining registered chaperone and DBS databases of staff and volunteers for Safeguarding purposes
- Producing statistics on project activity for reports
- Photographing and filming of project activity for reports, website and social media

General

- Liaison with all Hallé Departments on behalf of Hallé Connect and youth ensembles activities in particular
- Reporting to the Hallé Committees, Board and external funders when required.
- Support for Hallé Connect activities as appropriate

2.2 PERSON SPECIFICATION

Essential:

SKILLS AND ABILITIES

- Exceptional communication skills, particularly with children and young people
- Comprehensive understanding of Safeguarding issues and protocols
- First-rate organisational skills and administrative capability
- IT-literacy (word processing, internet, spreadsheets and database management)
- High level of orchestral instrumental and/or choral singing ability and experience
- Experience of working with children and young people, and their parents / carers
- A good communicator with an excellent grasp of written and spoken English
- Experience of dealing and working with volunteer adults, many of whom are highly qualified professionals in their own sphere
- Excellent negotiation skills
- Understanding of budgets
- Ability to work quickly and efficiently with a keen eye for detail

QUALITIES

- A genuine interest in enabling children and young people to thrive and achieve
- Approachable, lively and outgoing personality
- Enthusiastic and self-motivated
- Trustworthy and hardworking
- Flexible, and willing to work unusual hours
- Ability to work both autonomously and as part of a team
- Resilient

Desirable

- Project management and/or personal assistant experience
- Experience of working in schools
- Experience of youth music ensembles
- First aid qualification(s)
- Clean, current driving licence and use of own car



3. CONDITIONS AND BENEFITS OF THE POST

SALARY

The salary for this post will be £24,000 per annum.

HOLIDAYS

25 days annual leave plus public holidays, increasing by an additional day for each 3 years of service up to a maximum of an additional 10 days.

PENSION

The Hallé offers an excellent contributory pension scheme with an employer contribution of 5.75% and generous health insurance and life assurance policies.

OTHER BENEFITS

- Complimentary tickets to Hallé concerts
- Support for physiotherapy treatment
- Cycle to Work scheme
- Employee Assistance Programme, providing advice and support to employees and their families

HOURS

The post is full-time permanent based on a 36.25-hour week. Our core office hours are 09.00-17:15, from Monday to Friday and the post will require a degree of flexibility to working unusual hours to facilitate activities, including weekly rehearsals on Sunday afternoons during the winter and spring terms, and summer courses and tours in the summer. There is an option to work up to 50% of hours from home.

PROBATIONAL PERIOD AND PERIOD OF NOTICE

The first three months of employment will be a probationary period during which the employment may be terminated by either party on giving the other notice of one month. Thereafter notice is three months on either side.

DBS

The post holder must hold a valid DBS Certificate for working with children, young people and vulnerable adults.



3. CONDITIONS AND BENEFITS OF THE POST

REFERENCES

The appointment is subject to the receipt of satisfactory references.

RIGHT TO WORK

The post is contingent upon the candidate providing satisfactory evidence of an entitlement to work in the UK. Generally, this means showing a British passport, a passport from a country within the European Economic Area (EEA), or a passport from a non-EEA country, which gives the right to work in the UK. If you cannot provide one of these passports, we will need to see one or more additional documents (dependent on your circumstances).

4. THE SELECTION PROCESS

The administrative arrangements in respect of this appointment are being undertaken by Linzi Watts, to whom completed applications should be returned by **12 noon on Wednesday 1st May 2024.**

Interviews will be held on **Thursday 16th May 2024.**

FURTHER INFORMATION

For further information or to clarify any points relating to this appointment, please contact Linzi Watts (contact details at the beginning of the pack).

5. HOW TO APPLY

Download the application form and Equal Opportunities form from our website, www.halle.co.uk

Complete and submit them via email: linzi.watts@halle.co.uk



6. ADVERTISEMENT COPY

HALLÉ CONCERTS SOCIETY

Youth Ensembles Administrator (full-time permanent)

£24,000 per annum

We are seeking to appoint a Youth Ensembles Administrator to join our Hallé Connect Team ..

The Youth Ensembles Administrator reports to the Ensembles Manager. They are responsible for organising and delivering the work of the Hallé's Ensembles for teenage musicians, specifically the Youth Choir, Youth Training Choir and Youth Orchestra. They will work under the direction of the Ensembles Manager and in close collaboration with the Ensembles artistic and administrative teams. Administrative tasks will facilitate the smooth running of rehearsals, auditions, projects, performances and tours, and practical responsibilities will include safeguarding, pastoral care, project delivery on the day and being the first point of contact for people of all ages on behalf of the Hallé. The Ensembles family sits within the Hallé Connect team.

Hallé Connect covers all of the Hallé's work away from the formal concert platform, working across the whole community from schools to care homes, nurturing young talent and bringing music in its broadest terms to those who may not attend the concert hall. Hallé musicians work in various settings across Greater Manchester and beyond, releasing creativity and raising aspirations through very accessible and practical projects.

The post is full-time permanent based on a 36.25-hour week. Our core office hours are 09.00-17:15, from Monday to Friday and the post will require a degree of flexibility to working unusual hours to facilitate activities, including weekly rehearsals on Sunday afternoons during the winter and spring terms, and summer courses and tours in the summer. There is an option to work up to 50% of hours from home.

The Hallé takes equality, diversity and inclusion very seriously and welcomes applications from everyone. But simply having a diverse workforce is not enough. We want to build an inclusive environment, where everyone can develop to their full potential. We celebrate our differences, and recognise the importance of teams reflecting the activities and communities they serve.

We operate an Equal Opportunities Recruitment Policy and welcome applications from all sections of the community. We would particularly welcome applications from applicants who identify as disabled, D/deaf, and/or neurodivergent who can bring their own lived experience to this role.

The Hallé will provide support to ensure that you feel comfortable stepping into the organisation, the type of which may be new or unfamiliar to you, so that you can feel your best self at work. Mentoring or training will be provided during the induction period, if required.

For more information about this role, including a full job description and how to apply, please visit our website.

We are willing to consider the option of a job share for this post. If this is of interest to you please specify in your application.

The closing date for applications is **12 noon on Wednesday 1st May 2024**

Interviews will be held on **Thursday 16th May 2024.**

APPENDIX A

HALLÉ CONCERTS SOCIETY ORGANISATIONAL CHART

CHIEF EXECUTIVE

Personal Assistant and Office Manager

All Director posts (bold) are members of the Senior Management Team and report directly to the Chief Executive

HEAD OF ARTISTIC PLANNING ^(P/T)

- Senior Artistic Planning Manager
 - Artistic Planning Manager (Residencies) ^(P/T)
 - Artistic Planning Manager (Pops) ^(P/T)

FINANCE DIRECTOR

- Finance Manager - Management Accounts
- Finance Manager - Financial Accounts
 - Finance Assistant

HEAD OF HALLÉ CONNECT

- Education and Outreach Manager
 - Community Outreach Administrator
 - Children's Choir and Education Administrator
 - Connect Administrator
- Ensembles Manager ^(P/T)
- Hallé Choir Manager ^(P/T)
- Youth Ensembles Administrator

DIRECTOR OF COMMUNICATIONS AND DIGITAL

- Head of Brand & Design ^(P/T)
 - Social Media Manager
 - Digital Content Producer
- Marketing Manager ^(P/T)
- Media and Marketing Officer
- Publications Manager ^(P/T)

HEAD OF CONCERTS

- Concerts Co-ordinator
 - Concerts Administrator/PA to Music Director
- Librarian ^(P/T)
 - Assistant Librarian
- Orchestra Manager
 - Assistant Orchestra Manager
 - Senior Stage and Transport Manager
 - Stage Manager

HALLÉ VENUES DIRECTOR

- Hallé Venues Operations Manager
 - Hallé Venues Operations Officer
 - Hallé Venues Operations Officer
 - Hallé Venues Housekeeper ^(P/T)

DIRECTOR OF DEVELOPMENT

- Deputy Director of Development
 - HLF Project Manager ^{(P/T) (F/T)}
 - HLF Archivist ^{(P/T) (F/T)}
 - Hallé St Peter's Community Producer ^{(P/T) (F/T)}
- Corporate Partnerships and Major Trusts Manager ^(P/T)
- Development Co-ordinator
- Development Assistant

(P/T) Part time • (F/T) Fixed term • (M/L) Maternity Leave