

# HALLÉ

CONCERTS DIRECTOR

MATERNITY COVER (12 months fixed-term)

FULL-TIME (part-time will be considered)

Recruitment information pack



# CONTACT DETAILS FOR THIS APPLICATION

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## 1. BACKGROUND

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

THE SPECTATOR

*Concerts like this renew one's faith in the ability of British orchestras not just to survive but to flourish, startle and exhilarate*

THE TIMES

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 was Sir Mark's final one as Music Director and he stepped aside after almost a quarter of a century at the helm. From the 2024-2025 season, Sir Mark has taken the role of Conductor Emeritus and passed the baton to Kahchun Wong, who opens a new chapter for the Hallé as Principal Conductor and Artistic Advisor.

At the heart of the Hallé are its players, led by their dynamic Leaders, Roberto Ruisi and Emily Davis. 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 and ensembles.

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 attracts 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 and a 2024 RPS Award for Manchester Classical.



## 1.1 THE ORCHESTRA

The players in the Hallé are among the finest in the world and have come from 14 countries all over the world to work in Manchester. Many teach at the Royal Northern College of Music and Chetham's School of Music and other UK wide specialist Conservatoires and schools, playing and teaching in the wider community. All are involved in the Hallé's concerts in the UK and overseas and are central to our huge community and outreach programme.

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](http://www.halle.co.uk)*



## 1.2 EQUITY, DIVERSITY INCLUSION AND BELONGING

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.



## 2. THE ROLE

### 2.1 JOB OVERVIEW

The Concerts Director is responsible to the Chief Executive for the implementation of orchestra planning of the Hallé Concerts Society and the efficient and effective running of the orchestra and concerts undertaken by the Hallé. The post holder will work in close liaison with the Principal Conductor & Artistic Advisor, Chief Executive, Finance Director and Director of Artistic Planning.



## 2.2 KEY RESPONSIBILITIES

### The Key Tasks of the role are:

- Together with the Principal Conductor, Chief Executive and Director of Artistic Planning, to plan and co-ordinate the programme of work for the Orchestra
- To take budgetary responsibility for all concerts activity and orchestra related costs incurred by the Hallé including operational and overhead management
- To take responsibility for the creation of, and budgetary and operational consequences of, the following areas of the orchestra's schedule of work: the Society's obligations under the terms of the musicians' contract (for example, hours, free days, holidays), all travel arrangements for the Orchestra, rehearsal schedules, rehearsal venues and international tours.
- Together with the Director of Artistic Planning, take responsibility for the operation of the contractual agreement with ASM (The Bridgewater Hall Operators) on dates in the Bridgewater Hall
- To take responsibility, with the support of the HR Manager and Orchestra Manager, for orchestral personnel issues including recruitment, Orchestra Health and Safety (including hearing protection), discipline and other personnel matters.
- Oversee all training, development and wellbeing programmes for the orchestra with support from the HR Manager and Orchestra Management teams
- Together with the Chief Executive lead of the annual contractual discussions with the Musicians Union
- Together with the Chief Executive, Director of Venues and HR Manager, review and draft relevant HR policies including orchestra H&S policies and risk assessments.
- As a member of the senior leadership team, engage in conversations related to the strategic plan and attend regular senior leadership meetings.
- The Concerts Director will attend meetings of the Board, appropriate external stakeholder meetings and oversee orchestra liaison meetings.
- The Concerts Director is also responsible for key liaison on orchestra related matters with the: Chief Executive, Finance Director, Orchestra Manager(s), Players and the Players Committee
- Line Manage the Orchestra Manager(s), Librarian, Senior Stage & Transport Manager and Concerts Manager
- Attend concerts as required by the Chief Executive.

## 2.3 PERSON SPECIFICATION

### KNOWLEDGE / EXPERIENCE

- Experience working in a professional orchestra or arts organisation, with knowledge of classical and symphonic repertoire
- Experience of managing budgets with an understanding of orchestra logistics and operations
- Experience working with a collective contract and trade union
- Experience of line managing broad teams across multiple specialities

### SKILLS AND ABILITIES

- Excellent interpersonal and communication skills, both written and verbal.
- The ability to build rapport quickly both internally across all levels of the organisation and externally with key partners and contractors
- Excellent financial skills, managing large budgets with a strong attention to detail
- Ability to think strategically and ensure the delivery of both short and long-term company objectives, particularly in relation to the orchestra (such as recruitment, wellbeing and training)
- Commitment and understanding of Equity Diversity Inclusion and Belonging and applying this within the Hallé
- Ability to work in a fast-paced environment managing large teams and multiple stakeholders whilst balancing competing priorities
- Strong skills in organising orchestral concerts and overseeing orchestra schedules
- Strong IT skills, with proficiency in OPAS desirable



### 3. CONDITIONS AND BENEFITS OF THE POST SALARY

The salary for this post will be c. £50,000 per annum.

#### HOLIDAYS

The annual holiday allowance for full-time employees is 25 days 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 a maternity cover for a fixed term of 12 months. It is full-time based on a 36.25 hour week. Part-time hours will be considered. Our core office hours are 09.00-17:15, from Monday to Friday and flexibility can be agreed with the line manager. There is the 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 week. Thereafter notice is three months on either side.

### 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 **Friday 28th February 2025**. Interviews will be held on **Thursday 6th March 2025**.

### FURTHER INFORMATION

For further information or to clarify any points relating to this appointment, please contact Linzi Watts ([linzi.watts@halle.co.uk](mailto:linzi.watts@halle.co.uk)).

### 5. HOW TO APPLY

Download the application form and Equal Opportunities form from our website, [www.halle.co.uk](http://www.halle.co.uk)

Complete and submit them via email: [linzi.watts@halle.co.uk](mailto:linzi.watts@halle.co.uk)



## 6. ADVERTISEMENT COPY

### HALLÉ CONCERTS SOCIETY

Concerts Director - Maternity cover (Full-Time: 12 months Fixed Term)

c. £50,000 per annum

We are seeking to appoint a Concerts Director to start c. mid-April. This is a maternity cover post for a fixed term of 12 months.

This is a full-time post, but consideration will be given to part-time.

The Concerts Director is responsible to the Chief Executive for the implementation of orchestra planning of the Hallé Concerts Society and the efficient and effective running of the orchestra and concerts undertaken by the Hallé. The post holder will work in close liaison with the Principal Conductor & Artistic Advisor, Chief Executive, Finance Director and Director of Artistic Planning.

The Hallé takes equity, diversity, inclusion and belonging 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.

The closing date for applications is 12 noon on **Friday 28th February 2025**

Interviews will be held on **Thursday 6th March 2025**

# 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

#### **ARTISTIC PLANNING DIRECTOR** <sup>(P/T)</sup>

- Senior Artistic Planning Manager [Deputy]
- Artistic Planning Manager (Residencies) <sup>(P/T)</sup>
- Artistic Planning Manager (Pops) <sup>(P/T)</sup>

#### **FINANCE DIRECTOR**

- Finance Manager
  - Assistant Finance Manager
  - Finance Assistant
- HR Manager

#### **HALLÉ CONNECT DIRECTOR**

- Education and Outreach Manager [Deputy]
  - Community Outreach Administrator
  - Connect Administrator
  - Education Administrator <sup>(P/T)</sup>
- Ensembles Manager [Deputy]
  - Youth Ensembles Administrator
  - Choral Administrator <sup>(P/T)</sup>

#### **COMMUNICATIONS AND DIGITAL DIRECTOR**

- Head of Brand & Design [Deputy] <sup>(P/T)</sup>
- Digital Manager
  - Digital Content Producer
- Marketing & PR Manager <sup>(P/T)</sup>
  - Communications and Digital Assistant
- Publications Manager <sup>(P/T)</sup>
- Marketing Officer

#### **CONCERTS DIRECTOR**

- Concerts Manager
  - Concerts Administrator/PA to Music Director
- Librarian <sup>(P/T)</sup>
  - Assistant Librarian
- Orchestra Manager
- Orchestra Personnel Manager
- Senior Stage and Transport Manager
  - Assistant Stage Manager

#### **VENUES DIRECTOR**

- Venues Operations Manager
  - Venues Operations Officer
  - Venues Operations Officer
  - Venues Housekeeper <sup>(P/T)</sup>
- Venues Sales and Events Manager

#### **DEVELOPMENT DIRECTOR**

- Individual Giving & Legacy Manager, Archivist [Deputy]
  - HLF Archivist <sup>(P/T) (F/T)</sup>
  - Halle St Peter's Community Producer <sup>(P/T) (F/T)</sup>
  - HLF Project Manager <sup>(P/T) (F/T)</sup>
- Corporate Partnerships and Major Trusts Manager <sup>(P/T)</sup>
  - Development Officer
  - Development Assistant (Trusts and Foundations)

(P/T) Part time • (F/T) Fixed term