

# HALLÉ

## ARTISTIC PLANNING ADMINISTRATOR

(FULL-TIME, FIXED TERM CONTRACT)

Recruitment information pack



## ABOUT THE ROLE

*Join one of the UK's most respected orchestras in shaping exceptional musical experiences.*

We're looking for a highly organised, detail-driven professional to support the Hallé's Artistic Planning team in delivering inspiring programmes for our Orchestra and Choirs. Working closely with conductors, artists, and colleagues across the organisation, you'll help bring world-class performances to life — from initial concept to the final curtain call.

The Artistic Planning Administrator will support the Artistic Planning team to shape the Hallé's bold and ambitious artistic vision. The team's primary purpose is to plot the schedule of activity for the orchestra and choirs, including the pattern of concerts in the Bridgewater Hall, engagements in Manchester and elsewhere in the UK, international touring, recordings, repertoire (including commissioning), artist bookings and the cultivation of industry relationships.

## MAIN DUTIES AND RESPONSIBILITIES:

- Collaborate with the Artistic Planning team, Principal Conductor, Choral Director, Chief Executive, Hallé Connect Director, and Concerts Department to plan and coordinate programmes for the Orchestra and Choirs.
- Engage and liaise with visiting artists or their representatives on availability, repertoire, rehearsals, fees, and contracts, including engagements outside the main Bridgewater Hall Season.
- Administer the Hallé's residencies at Bridgewater Hall and Hallé St Peter's, including date management, repertoire registration, and advance communications.
- Coordinate the scheduling, administration, and planning of recording projects, composer commissions, international tours, special projects, commercial bookings, festivals, and cross-genre collaborations.
- Manage financial administration, including purchase orders, budget input, and preparation of detailed project budgets for recordings, tours, engagements, and other special projects.
- Support concert-related activities, including pre-concert talks and liaison with the Hallé Library.
- Act as a key contact for conductors, choral directors, players, and the Players' Committee, and liaise with Hallé Connect, Communications, and Development teams to support artistic objectives.
- Maintain and update the company database (OPAS) with project, artist, venue, and concert details, as well as other filing systems.
- Take meeting minutes, contribute to project research and development, and ensure accurate scheduling through regular Concerts team meetings.
- Attend concerts and related activities as agreed with the Senior Artistic Planning Manager.
- Undertake any other reasonable duties as required.

## PERSON SPECIFICATION

- Excellent organisational and communication skills, with a flair for managing multiple projects.
- Confidence working with high-profile artists and senior colleagues.
- Strong attention to detail and the ability to handle budgets and scheduling with precision.
- Ability to work independently, adapt to change and work efficiently in different situations whilst comfortable taking initiative.
- Excellent team skills and willingness to work flexible hours from time to time.
- A passion for orchestras and live music making.
- Knowledge of Classical and Symphonic music to degree level or equivalent.
- Knowledge or experience of database systems, particularly OPAS.

## CONDITIONS AND BENEFITS OF THE POST

### CONTRACT

This role is offered as a 2-year fixed term contract due to funding. There may be scope to extend the role at the end of the tenure.

### SALARY

The salary for this post will be £23,751 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%.

### 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 & WORKING LOCATION

The post is full-time fixed term based on a 36.25-hour week. Our office hours are 09.00-17:15, from Monday to Friday. The role is office based with options to work flexibly/remotely at the discretion of the Line Manager.

### PROBATIONARY 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 two 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 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).

## HOW TO APPLY

The Closing date for this role is **Monday 8<sup>th</sup> September 2025**.

To Apply for this role please download the application form and Equal Opportunities form from our website, [www.halle.co.uk](http://www.halle.co.uk)

Once you have completed the forms please submit them via email: [HR@halle.co.uk](mailto:HR@halle.co.uk)

If there are any adjustments that would support you in your application, please do let us know when you apply.

## THE SELECTION PROCESS

Interviews will be held at Bridgewater Hall on Wednesday 17<sup>th</sup> September. Interviews are competency based and questions will be related to the skills set out in the person specification. There will also be a task to complete, further details about the task will be sent in advance of the interview.

## FURTHER INFORMATION

If you have any questions about the role, please contact Jennifer Stevens – [Jennifer.stevens@halle.co.uk](mailto:Jennifer.stevens@halle.co.uk)



## ABOUT THE HALLÉ

*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-leading 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 Hallé's death in 1895, his ground-breaking work has been continued by other musical legends: Hans Richter, Hamilton Harty, John Barbirolli and most recently Sir Mark Elder, who stepped down as Music Director at the end of last season after almost a quarter of a century at the helm. Now, as Sir Mark assumes the mantle of Conductor Emeritus, the baton passes to Kahchun Wong to open a new chapter in the Hallé's history 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.

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.



## 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.

We operate an Equal Opportunities Recruitment Policy and welcome applications from all sections of the community. We actively welcome applications from people of all ages and backgrounds, particularly from Black, Asian, and Minority Ethnic communities, Disabled people and young people.

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.



# HALLÉ CONCERTS SOCIETY

## ORGANISATIONAL CHART

### CHIEF EXECUTIVE

Executive 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>

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

#### **FINANCE DIRECTOR**

- Finance Manager
- Assistant Finance Manager
  - Finance Assistant
- HR Manager <sup>(P/T)</sup>

#### **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>

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

- 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
- Librarian <sup>(P/T)</sup>
  - Assistant Librarian
- Orchestra Manager
- Orchestra Personnel Manager
- Senior Stage and Transport Manager
  - 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 Project Manager <sup>(P/T)</sup> <sup>(F/T)</sup>
  - HLF Archivist <sup>(P/T)</sup> <sup>(F/T)</sup>
  - Halle St Peter's Community Producer <sup>(P/T)</sup> <sup>(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