

HALLÉ

ARTISTIC PLANNING PRODUCER

(PART-TIME, FIXED TERM CONTRACT)

Recruitment information pack



ABOUT THE ROLE

Shape unforgettable performances with one of the UK's leading orchestras.

The Hallé is seeking a highly organised, creative, and collaborative Artistic Planning Producer to lead the programming and delivery of our Pops concerts, Hallé Presents series, commercial engagements, and special artistic projects. You'll work closely with the Artistic Planning Director, Senior Artistic Planning Manager, and colleagues across the organisation to bring inspiring events to life — from concept to performance.

The Artistic Planning Producer (Pops, Presents and Special Projects) will be a key member of the Artistic Planning department, whose remit is to shape the company's bold and ambitious artistic vision. The post holders time will primarily be focused on the Hallé Presents and Pops series, but they will also support the Artistic Planning Director (APD) and Chief Executive in the cultivation of commercial relationships, take the lead in the planning of special projects and be a key point of contact for the Hallé's associated artists.

MAIN DUTIES AND RESPONSIBILITIES:

Programming & Planning

- Programme the Pops, Christmas, and Summer Pops seasons, including associated runouts.
- Plan the Hallé Presents series, including festivals and featured artist relationships.
- Develop and deliver special projects such as festivals, pop-up performances, cross-genre collaborations, and community initiatives across Greater Manchester.
- Seek and advance commercial engagements in collaboration with the APD, Chief Executive, and Concerts Director.

Administration & Coordination

- Liaise with artists' agents to secure availability, negotiate fees, finalise terms, and prepare contracts (with the Artistic Planning Administrator).
- Source performance materials with the Hallé Librarian, commissioning new arrangements when required.
- Support the Concerts Department on technical and presentation requirements, including lighting, staging, and front-of-house dressing.
- Conduct site visits for commercial bookings and special projects.
- Maintain up-to-date planning documents and OPAS database records.

Financial & Cross-Departmental Work

- Produce detailed budgets for projects and support budget tracking for overall company activity.
- Work closely with Concerts, Communications & Digital, Finance, Hallé Connect, and Development teams to deliver artistic objectives.
- A member of the Operational Management Team.

Representation & Other Duties

- Attend concerts as the senior management representative in Manchester and on tour.
- Carry out any other duties reasonably requested by the APD.

PERSON SPECIFICATION

- Proven experience in artistic planning, event programming, or project management within the performing arts.
- Excellent organisational skills, with the ability to manage multiple projects and deadlines.
- Strong negotiation and communication skills, including working with high-profile artists and agents.
- Financial literacy, with experience in preparing and managing budgets.
- A collaborative approach and the ability to build strong relationships across departments.
- Knowledge of orchestral repertoire, performance practice, and concert production.
- Flexibility to work evenings and weekends as required.
- Experience in delivering commercial music projects or cross-genre collaborations.
- Familiarity with OPAS or other event/project management databases.
- Experience working with community-led arts initiatives.

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 £21,000 per annum (£35,482.75 Full Time Equivalent).

HOLIDAYS

25 days annual leave (pro-rata) 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 part-time fixed term, 3 days per week (21 hours and 45 mins per week). Working days will be discussed with you during the interview process. 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 8th September 2025**.

To Apply for this role please download the application form and Equal Opportunities form from our website, www.halle.co.uk

Once you have completed the forms please submit them via email: 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

The selection process will consist of two interviews:

First stage Interviews will be held at Bridgewater Hall on Thursday 18th September.

Interviews are competency based and questions will be related to the skills set out in the person specification.

FURTHER INFORMATION

If you have any questions about the role, please contact Jennifer Stevens – 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 ^(P/T)

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

FINANCE DIRECTOR

- Finance Manager
- Assistant Finance Manager
 - Finance Assistant
- HR Manager ^(P/T)

HALLÉ CONNECT DIRECTOR

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

DIRECTOR OF COMMUNICATIONS AND DIGITAL

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

CONCERTS DIRECTOR

- Concerts Manager
 - Concerts Administrator
- Librarian ^(P/T)
 - 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 ^(P/T)
- Venues Sales and Events Manager

DEVELOPMENT DIRECTOR

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

(P/T) Part time • (F/T) Fixed term