

Hallé Orchestra

Orchestra Management Assistant

(Full-time, fixed term contract - 18 months)

Recruitment Information Pack

Contact details for this role

David Major, Executive Assistant & Office Manager • HR@halle.co.uk

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Orchestra Management Assistant

Reports to: Orchestra Personnel Manager

Location: Manchester (Bridgewater Hall, Hallé St Peter's) and other UK and international venues as required by the orchestra schedule

Contract: Fixed term contract - 18 months

Salary: £25,353.25

About the role

This is an exciting opportunity to begin or develop a career in orchestra management with one of the UK's leading arts organisations. Working closely with the Orchestra Personnel Manager, you will support the day-to-day administration of a busy and creative department, helping musicians, artists and colleagues deliver rehearsals, performances, tours and recordings smoothly and professionally. We are looking for someone who is organised, thoughtful and calm under pressure, and who will help create a welcoming, supportive experience for everyone they work with.

What you'll do

No two days are the same in this role, but your work will typically include:

- Supporting the engagement of extra and deputy musicians under the guidance of the Orchestra Personnel Manager.
- Acting as duty manager for rehearsals, performances, projects and recordings, helping each event run smoothly and ensuring musicians and visiting artists feel welcome and well supported.
- Coordinating the administration of orchestral recruitment, including organising auditions, booking venues, managing applications and communicating clearly with candidates and panel members.
- Maintaining and updating OPAS and other operational records so that information is accurate, organised and easy to access.
- Helping distribute schedules, information and practical arrangements to freelance musicians to ensure everything is in place to a high standard.
- Preparing and issuing freelance contracts as directed by the Orchestra Personnel Manager.
- Contributing to the wider work of the team through other duties that support the successful running of the orchestra.

Person specification – what we're looking for

This role will suit you if you have:

- Strong written and verbal communication skills.
- Excellent organisational skills and attention to detail.
- Knowledge of classical music to degree level or equivalent experience.
- Experience of working in an orchestral environment, including non-professional settings.
- An understanding of how orchestras work and the demands of a performing schedule.
- Good digital skills, including confidence with spreadsheets; database experience would be helpful.
- A flexible, adaptable approach and the ability to respond positively to change.

Personal strengths

- A logical and well-organised approach to your work.
- The ability to stay calm, reliable and responsive when priorities change or when working under pressure.
- A collaborative approach and the ability to build positive professional relationships.
- A proactive mindset and confidence in solving problems.
- Discretion and good judgement when handling sensitive information.
- Ability and willingness to work flexible hours, including evenings, regular weekends and on-call duties (managed by rota).

We are committed to building an inclusive workplace where everyone feels welcome and able to thrive. We encourage applications from people of all backgrounds and experiences, and we are happy to discuss adjustments to support you through the recruitment process.

About the Hallé

Kahchun Wong, Principal Conductor & Artistic Advisor

Sir Mark Elder, Conductor Emeritus

Thomas Adès, Principal Guest Conductor

Sir James MacMillan, Featured Composer

Leila Josefowicz and Jonny Greenwood, Featured Artists

In 1858, Sir Charles Hallé held a strong belief: music should be for everyone.

This simple idea turned into a wonderful gift when Hallé founded his groundbreaking orchestra right here in Manchester, bringing world-class music to people's doorsteps.

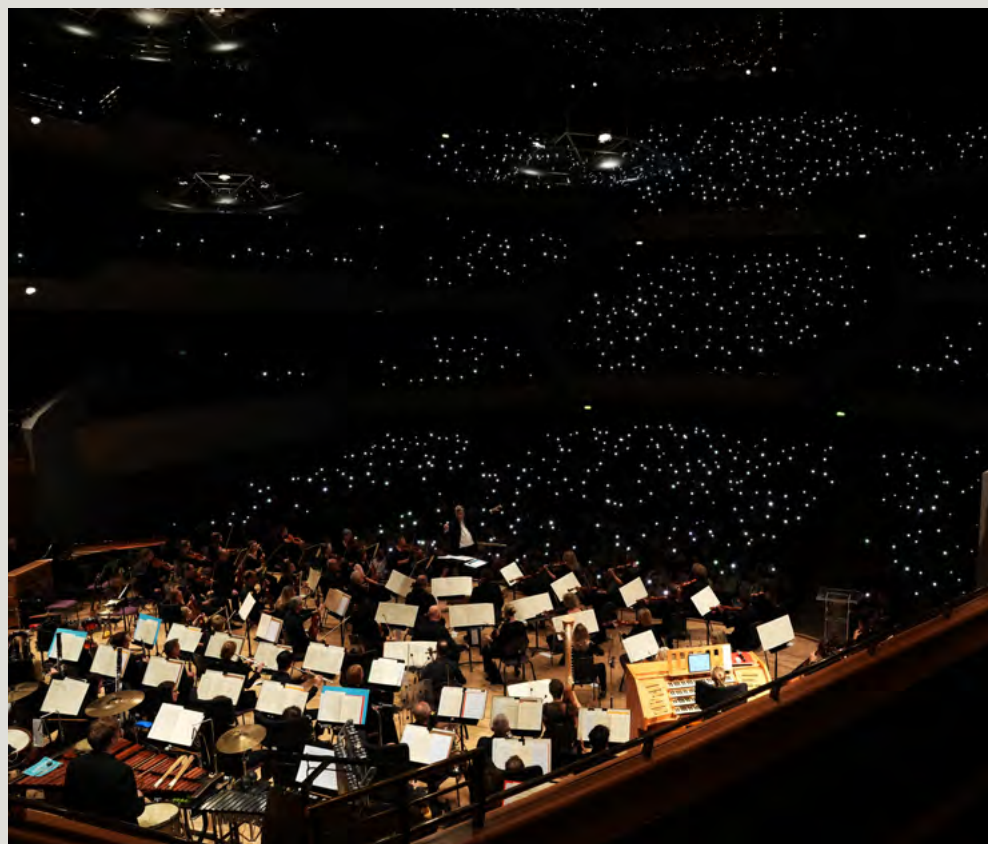
A lot has changed since then, but we're still committed to sharing Hallé's incredible gift with our great city and beyond. Every year, we change lives, connect communities and enrich the world around us. Together, through the power of music, we reach over 90,000 people in our community.

Our people

Many music legends have shaped us over the years: Hans Richter, Hamilton Harty, John Barbirolli ... to name a few. The baton passed to Kahchun Wong to start a new chapter in our history as Principal Conductor & Artistic Advisor. Meanwhile, after almost 25 years as Music Director, Sir Mark Elder became our Conductor Emeritus at the end of the 2024/25 season.

Our players

At the heart of the Hallé, our players create the world-famous sound that moves audiences every day. These extraordinary artists come from across the globe, combining their talents as soloists, chamber musicians, educators and more. At their helm are our dynamic Leaders; the amazingly talented Roberto Ruisi and Emily Davis.





Our shared passion

Today, we're an orchestra of over 80 musicians, 500 singers across five choirs and a core team of more than 50 passionate music lovers. Together, we're dedicated to honouring Hallé's legacy and to leaving a lasting impact, long after the music stops. From the concert hall to the classroom, we continue to find new, relevant and exciting ways to share Hallé's gift of music with the world. And bring the joy, passion and beauty of music to people's lives everywhere.

How we do this

Our seasons have plenty to tempt listeners. From breathtaking classics and non-classical music to family performances and relaxed concerts, not to mention bold new works from some of the finest musical talent here and across the world. Every year, our community grows, shaped and connected by the joy, passion and beauty of music.

Where we do this

In Manchester, a city of incredible musical talent and diversity. We've been proud to call it home for almost 170 years. Originally starting out in Manchester's Free Trade Hall, we're now resident in the specially-built Bridgewater Hall – one of the world's greatest concert venues. Every year, we perform to audiences of more than 100,000 people.

We also have homes in Ancoats. There is Hallé St Peter's, where we rehearse, record and perform, and Hallé at St Michael's, a space for our other activities and community events.

Our world

As well as bringing world-class talent to Manchester, we also bring Manchester's talent to the world. We hold residencies in major UK cities and often perform at prestigious international festivals like the BBC Proms and the Edinburgh Festival. Not to mention touring overseas. We launched our own record label and regularly broadcast concerts online too. We've been busy winning awards while we're at it – including a 2022 South Bank Sky Arts Award.

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Diversity, 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 support flexible working arrangements wherever possible and welcome conversations about how we can accommodate individual needs.

How to apply

Review this recruitment pack, complete an application form and an optional monitoring form (available to download at halle.co.uk).

Submit application by email to HR Manager: HR@halle.co.uk

Deadline for applications Wednesday 10 June, 12pm

Interviews for this role will take place on Tuesday 16 June

For further information on this recruitment process, please contact:

Jennifer Stevens, HR Manager

HR@halle.co.uk

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