

Hallé Orchestra

Concerts Manager (Maternity cover)

(Full-time, fixed term contract - 12 months)

Recruitment Information Pack

Contact details for this role

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About the role

The Hallé is looking for an organised, confident and collaborative Concerts Manager to play a central role in the smooth running of the Orchestra's activity.

Working closely with the Concerts Director, Artistic Planning team and colleagues across the organisation, you will be the main administrative lead for the Orchestra's operational planning. You will manage schedules, coordinate guest artist arrangements, support activity budgets, and act as a key point of contact for orchestral activity across Manchester, the UK and international touring.

This is a varied and rewarding role for someone who enjoys bringing people, plans and details together. You will help ensure that concerts, tours, special projects and digital activity are delivered smoothly, professionally and to the highest standard.

What you'll do

In this role, you will:

- Prepare and distribute the Orchestra's quarterly and advance schedules, ensuring operational details are accurate and aligned with contractual terms and conditions.
- Line manage the Concerts Administrator.
- Maintain the Hallé's scheduling software OPAS and keep orchestra schedule information up to date.
- Support the Concerts Director with seasonal activity budgets, and oversee relevant cost areas when planning and delivering orchestral activity.
- Organise and attend Orchestra Players' Committee liaison meetings as required.
- Act as a key contact for orchestra personnel on scheduling and operational matters.
- Coordinate logistical requirements for Bridgewater Hall, Hallé venues and UK engagements, with support from the Concerts Administrator.

- Manage administration relating to external artists, including contracts and guest artist arrangements.
- Liaise with visiting conductors and artists to plan detailed orchestra schedules.
- Work with the Hallé Connect team to plan orchestral activity involving Education and Ensembles.
- Make applications for Certificates of Sponsorship for external artists when required, using the UK Visas & Immigration Sponsor Management System.
- Lead administrative arrangements for domestic and international touring, including liaison with touring companies and promoters, travel, accommodation and detailed itineraries.
- Support the delivery of special projects outside the core Hallé season, including opera projects, the BBC Proms and other UK festivals.
- Work with the Artistic Planning team, Hallé Digital team and external production companies on practical arrangements for digital projects and streamed performances.
- Carry out other appropriate duties as directed by the Concerts Director.

Person specification – what we’re looking for

About you:

You will be a calm, capable and highly organised person who enjoys working collaboratively in a busy environment. You will be confident managing multiple priorities, communicating clearly with a wide range of people, and keeping track of important details.

This role will suit you if you have:

- Excellent written and verbal communication skills.
- Strong administrative and organisational skills.
- At least two years’ experience in arts administration in a classical music or orchestra setting.
- The ability to manage multiple tasks in a fast-paced environment.
- Good working knowledge of Microsoft Office including Excel and Word.
- Experience using OPAS or a similar database system.
- Proven experience of collaboratively devising budgets and effectively managing budgets.
- Experience of managing people, including musicians, both directly, through line management, and indirectly using clear communication and strong influencing skills
- Knowledge of classical music to degree level or equivalent experience

Essential qualities:

We are looking for someone who is:

- Calm, capable and solutions-focused.
- Able to prioritise effectively and work well under deadline pressure.
- Tactful and discreet, with the ability to handle sensitive information confidentially.
- A confident independent thinker and decision-maker.
- A strong team player who is willing to work flexibly when required.

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.

The particulars

Reports to: Concerts Director

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

Contract: Full-time, fixed term contract - 12 months

Salary: £32,000 - £35,000, dependent on experience

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 Tuesday 30 June 2026

Interviews for this role will take place on Tuesday 7 July 2026

For further information on this recruitment process, please contact:

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