

Hallé Orchestra

Youth Choirs Administrator

(Part-time, permanent)

Recruitment Information Pack

Contact details for this role

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About the role

The Youth Choirs Administrator reports to the Ensembles Manager. They are responsible for organising and delivering the work of the Hallé's Ensembles for teenage musicians, specifically the Youth Choir and Youth Training Choir. They will work under the direction of the Ensembles Manager and in close collaboration with the Ensembles artistic and administrative teams. The Ensembles family sits within the Hallé Connect team.

The Hallé Connect team encompasses all of the Hallé's education, community outreach and ensembles work, welcoming people to enjoy music in accessible and appropriate ways. This work takes place in a range of settings from schools and colleges to hospitals and care homes, nurturing young talent, and providing joy and respite from the pressures of daily life.

What you'll do

- All day-to-day administrative tasks relating to the Hallé Youth Choir (HYC) and Youth Training Choir (HYTC)
- Pastoral care responsibility whilst on call
- Planning and facilitating rehearsals, auditions, projects, performances and tours, including budget management, library and stage management requirements as necessary, under the supervision of the Ensembles Manager and in liaison with the artistic team
- Being the first point of Hallé contact for HYC and HYTC members and their responsible adults, including attendance at all HYC and HYTC rehearsals and other activities
- Responsibility for booking accompanists and other supporting freelance staff as appropriate
- Responsibility for supervising work experience placements when working with the Youth Choirs
- Administering the annual recruitment process for the Youth Choirs

- Administering the planning and delivery of the HYC and HYTC summer residential courses and tours
- Processing all Youth Choirs payments and donations, including the administration of bursaries, in liaison with the Bursary Awards Panel
- Recruitment and organisation of volunteer help for activities
- Maintaining registered chaperone and DBS databases of staff and volunteers for Safeguarding purposes
- Maintenance of accurate and up to date records including sensitive and confidential information, for example emergency contact details, allergy and medical records
- Producing statistics on project activity for reports
- Photographing and filming of project activity for reports, website and social media

General:

- Liaison with all Hallé Departments on behalf of the Connect team and the Youth Choirs in particular
- Reporting to the Hallé Committees, Board and external funders when required
- Support for Connect team activities as appropriate

Person specification – what we're looking for

This role will suit you if you have:

- Exceptional communication skills, particularly with children and young people
- Comprehensive understanding of Safeguarding issues and protocols
- First-rate organisational skills and administrative capability
- IT-literacy (word processing, internet, spreadsheets and database management)
- Ability to work quickly and efficiently with a keen eye for detail
- High level of instrumental and/or choral singing ability and experience
- Experience of working with children and young people, and their parents / carers
- A good communicator with an excellent grasp of written and spoken English
- Experience of dealing and working with volunteer adults, many of whom are highly qualified professionals in their own sphere
- Excellent negotiation skills
- Understanding of budgets

Essential Qualities

- A genuine interest in enabling children and young people to thrive and achieve
- Ability to work both autonomously and as part of a team
- Approachable, lively and outgoing personality
- Enthusiastic and self-motivated
- Trustworthy and hardworking
- Resilient and able to remain calm under pressure
- Flexible, and willing to work unusual hours

Desirable Criteria

- Project management and/or personal assistant experience
- Experience of working in schools

- Experience of youth music ensembles
- First aid qualification(s)
- Clean, current driving licence and use of own car

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: Ensembles Manager

Location: Manchester (The Bridgewater Hall, Hallé St Peter's) and other venues

Contract: Part-time (60%), permanent. Working days will be agreed with your line manager.

Salary: £15,211.95 per annum (3 days/week)

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. The pro-rata holiday allowance for this post will be 60% FTE.

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

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.

Pre-employment checks: The appointment is subject to the receipt of satisfactory references. The post holder must be able to satisfy an enhanced Disclosure and Barring Service check for working with children, young people and vulnerable adults.

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).

We are unable to provide sponsorship for this post.

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.

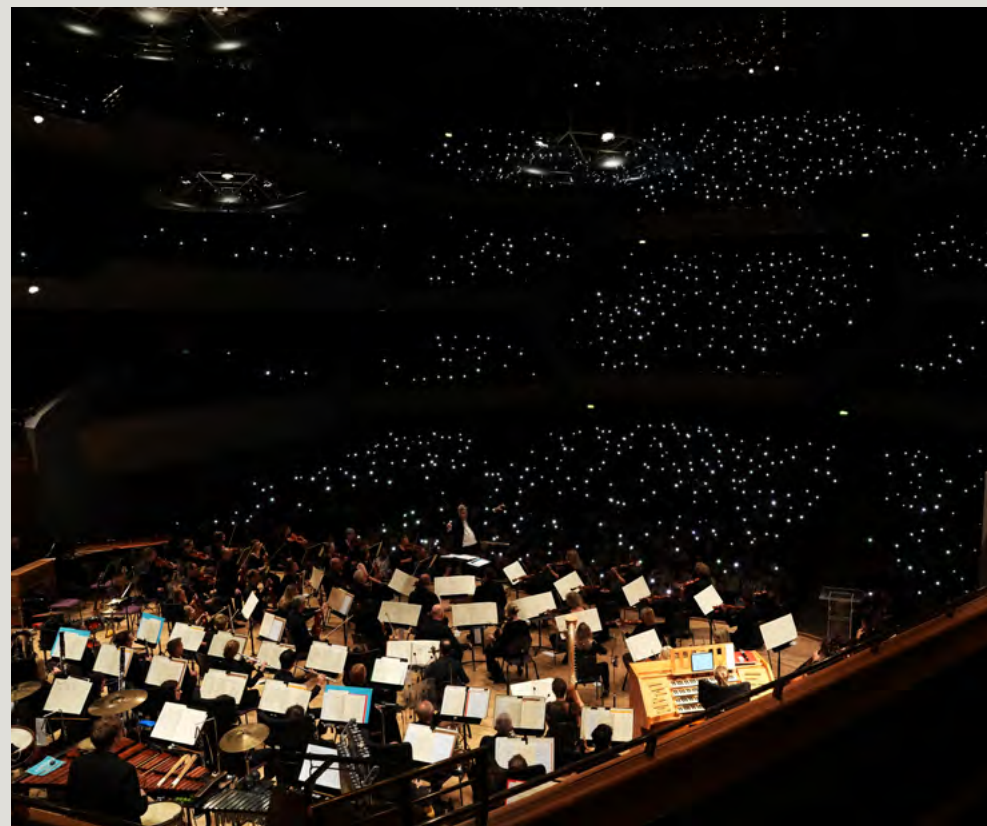
A lot has changed since then, but we're still committed to sharing Hallé's incredible gift with our great city and beyond. Every year, we change lives, connect communities and enrich the world around us. Together, through the power of music, we reach over 90,000 people in our community.

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 professional musicians, a youth orchestra of 70 young musicians, over 500 singers across a family of 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. Reaching beyond the concert hall into educational, health and community settings, we connect with people of all ages, including those living with dementia, through over 90,000 face-to-face engagements each year.

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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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 19 August, 12pm

Interviews for this role will take place on Tuesday 8 September

For further information on this recruitment process, please contact:

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