

Job Title: Music Administration Manager

Key Stakeholders: Music Department, Executive Producer, Company Manager, Stage Manager, Technical Director, Artistic Coordinator, Head of Management Accounting, Head of Digital.

ENB – WHO WE ARE AND WHAT WE DO

ENB has always been a pioneering ballet company and our mission is *to take world-class ballet to as many people as possible, wherever they are and whatever their means*. We tour annually to numerous UK towns and cities, as well as prestigious venues worldwide. Our significant and influential contribution to Britain's cultural sector is demonstrated by strong and diverse audiences, regular recognition by key industry awards, and the elite talent that we attract and retain. We work to evolve our artform, whilst celebrating the classics and believe that our organisation, on stage and off, should reflect the world in which we live. ENB's output and productivity is high for an organisation of our scale (c220 FTE), but that is one of the things that is attractive both to our international talent and to our funders.

In 2015 we embarked upon an ambitious capital project to relocate from our limited rehearsal premises in Kensington to a new purpose-built home on London City Island (LCI). The new building is a 93,000 square foot industry-leading centre for dance, where ballet is created, taught, rehearsed, developed, and shared with our audiences. With significant backing from Arts Council England, the Greater London Authority [GLA] and the generosity of a significant number of philanthropists and trusts, we successfully completed a £36m capital campaign and moved into our new home in July 2019.

Despite a successful 9 months in our new home, we were forced to close our doors to the public in March 2020 as the Covid-19 pandemic hit. Nevertheless, we have now managed to return to our studios, creating work for digital and ensuring we are performance ready. We anticipate being back on stage, albeit to socially distanced audiences, in the early summer of 2021.

PURPOSE OF THE POST

The Music Administration Manager will be someone who is hard-working, organised, reliable, and personable. The ability to multi-task with attention to detail is essential in this busy but varied role. The ideal candidate should possess excellent verbal and written communication skills and a strong ability to build rapport with people from varying backgrounds and cultures. ENB is seeking a proactive, organized and creative individual to provide administrative management support to our Music Department and Orchestra.

The Music Administration Manager will work closely and collaboratively with members of the Music Department, Artistic team and Production team. They will work with all key internal stakeholders to ensure efficient and effective planning, management, administration and information sharing.

KEY RESPONSIBILITIES

- Efficient administration of the department and the orchestra:

- Oversee the efficient management of UK tour logistics (in liaison with the Orchestra Manager and Music Director as necessary)
 - Manage and clearly communicate rehearsal preparation, scheduling and on-site logistics including music hire and royalties and rights clearances.
 - Arrange PPL licences as required
 - Research rights clearance on recorded music and PRS costs.
 - Deliver accurate and timely departmental cost and performance budgets, comparing against actual cost and understanding variances;
 - Provide reforecasts of expenditure and modelling of options as required;
 - Keep the Orchestra Manager up to date with completed budgets and ensure that they are delivered operationally;
 - Check the weekly orchestra timesheets submitted by the Music Administration Manager and submit them to Payroll;
 - Be the principal interface with both Finance and Payroll for the efficient practical delivery of departmental payments;
 - Support the financial sustainability of the orchestra, understanding the cost drivers, and wherever possible, balancing affordability and excellence;
 - Coordinate consultation, research and planning for further work for the Music Department and Orchestra;
 - Supervise engagement and contracts for guest conductors/composers/musicians/singers/chorus in association with the Music Director and Executive Producer;
 - Proactively manage relationships with key internal stakeholders; ENB Artistic Team, Executive Producer, COO, Technical team, Engagement, Head of Digital to ensure that music is strategic and relevant³ in all aspects of ENB business, as well as providing accurate and timely information regarding costs, logistics and contracting matters.
 - Supervise engagement and contracts for guest conductors/composers/musicians/singers/chorus in association with the Music Director and Executive Producer;
 - Up-date Executive Producer's Assistant on any ENBP events or music events for the Directorate Schedule.
- Coordinate the creation of a recorded music archive for events and activities that do not include the orchestra's involvement, such as gala events, fundraising events, dancers overseas guesting, engagement.
 - Continually develop and improve working practices and systems, with clarity of communication a key measure of success.
 - Support the constructive and proactive management of all people and employment-related matters in coordination with the HR Business Partner.
 - To plan for and help facilitate Musicians' Union discussions and negotiations.

- To work as required with the Artistic Director, Music Director, Executive Producer and Ballet Staff to maintain the highest standards of artistry for English National Ballet.
- To deputise for the Music Director in meetings as appropriate. [Depending on topics of discussion - MD to attend occasional Exec meetings as requested, MA to attend other as requested].
- To work collaboratively across all departments to ensure appropriate and constructive representation and involvement of the Music Department in all Company affairs (including the schedule planning for all ENB work).
- Working with the Music Director and other internal stakeholders to deliver the Music Department's objectives as outlined in the four year business plan.
- Participate in the provision of the safe working environment adhering to the company's Health and Safety policies at all times
- Carry out such other duties as may reasonably be required by the manager or directorate.
- Support the Head of Digital on each seasons Orchestra Media points allocations, being the lead in sharing points allocation updates with the Orchestra Committee.
- Gatekeeper for the Orchestra and Company media agreements, making sure any impact of recordings taking place remain in line with the Company media agreement.
- Support and coordinate efficient and streamlined processes for music residuals for the Orchestra
- Liaising with Stage Management and being responsible for identifying what is needed to support sound and recorded music for the Orchestra. Ensuring the correct individuals are scheduled to support when needed.
- Ensure there is on-going open information sharing across the Company in relation to the Orchestra and company wide planning
- To work collaboratively across all departments to make sure recording agreements are beneficial and clear and concise to what is needed.
- Liaise with the Artistic Coordinator to engage and schedule Pianists for class and rehearsal when required.

PERSON SPECIFICATION

Experience and knowledge

- Knowledge of classical music, artists, venues, and festivals
- Enthusiastic about the work of ENB and experiences of working within the Arts sector
- Experience of working collaboratively with all stakeholders (at varying levels)
- Demonstrates efficient time management ability, with excellent attention to detail
- Pro-active, focused and motivated with demonstrable problem-solving skills

- Demonstrates a professional and ethical approach in all aspects of their work as an ambassador for the Company, maintaining discretion around confidential information
- Has ability to work independently within a fast-paced, team environment
- Shows gravitas and the confidence to gain respect and credibility at all levels, both internally/across departments and external to the Company

Skills and abilities

- Ideally with a music performance background and desirably a musician, active interest in the arts.
- Proven administration management experience, ideally from working in the Arts or
- Excellent administrative skills and proficient use of the general suite of Microsoft Office Programmes (Outlook, Word, Excel), Adobe Acrobat
- Experience of managing finance budgets
- Possesses excellent relationship/stakeholder building and interpersonal skills
- Has clear, confident communication (verbal and written) and active listening skills
- Ability to effectively prioritise and make pragmatic decisions in a dynamic and evolving environment
- Active skills in continual process improvement
- Analytical and goal oriented

Mind Set and Attitude

- Acute self-awareness and empathy of others, which can be applied to a progressive and demanding arts and dance environment.
- Performance driven, with a professional and ethical approach in all aspects of your work as an ambassador for the Company.
- Positive enthusiasm for ENB and the performing arts generally
- Gravitas and the confidence to gain respect and credibility at all levels, both internally/across departments and external to the Company.

EMPLOYEE BENEFITS

- 25 days annual leave plus statutory public holidays;
- 24/7 free access to our EAP (employee assistance programme) via Life and Progress;
- Free access to Ballet Active, our digital library of ballet classes and fitness content, until physical attendance to ballet classes is possible;
- Complementary tickets to ENB performances (when we are back on tour);
- Up to 7.5% company pension contributions (post probation);
- Season ticket loan;
- Cycle-to-work scheme;
- Eye care vouchers;
- 15% discount at The Espresso Room (when we are back at Mulryan Centre for Dance);
- Informal dress code

This job description is a guide to the nature of the work required of the position, and does not form part of the contract of employment. It is neither wholly comprehensive nor restrictive and therefore does not preclude change or development that will inevitably be required in the future.

