

**Role Title:**     **Orchestra Manager**

**Reports To:**     Board of Directors and Staff Management Committee

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| <b>GENERAL DESCRIPTION</b> |
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The Orchestra Manager is generally responsible for the effective and efficient operational support of the orchestra, and for the accomplishment of tasks assigned by the board of directors. This position is primarily responsible for production planning, auditions, rehearsal and concert management and associated functions. This position works in close collaboration with the Administrative Manager, the Marketing and Recruitment Committees and board of directors. Matters of work coordination and prioritization are matters for discussion with the board of directors.

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| <b>SPECIFIC DUTIES AND RESPONSIBILITIES</b> |
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**1. In the area of Production Planning**

- Create a Season Calendar of orchestra events based on specific plans approved by the Music Director and Board. Ensure that the Calendar is input into the LJYO website and that changes are made as required in a timely manner.
- Prepare Membership Handbooks – including information for students and parents - for Drope Farm Registration Day.
- Create and maintain a spreadsheet with all relevant information regarding membership and ensure that it is up to date throughout the season.

**2. In the area of auditions (for musicians)**

- Book auditions facilities and auditions.
- Book audition times and field calls from interested applicants.
- Prepare application forms and other required documents for auditions.
- Attend auditions and register applicants.
- Prepare and mail letters of acceptance/rejection, as directed by the Music Director.
- Make available the terms and conditions of membership and the details of registration day.

**3. In the area of Rehearsals, Concerts, Special Events, School Concerts and Drope Farm Registration**

- Book rehearsal space, workshop facilities and concert halls.
- Sign approved contracts for concert space.
- Find alternative venues when the usual spaces are not available.
- Ensure all music, equipment, facilities, transportation and other related arrangements are in place as required.
- Be responsible for opening and lock-up of rehearsal or performance venues.
- Arrange for set-up and takedown of orchestra stage for rehearsals and concerts.
- Arrange for food/refreshments to be available at rehearsals and after public concerts.
- Prepare and distribute a Production Schedule for each concert and any run-outs.
- Ensure performers wear appropriate dress.
- Arrange for effective communications with Board and all Orchestra members, including Music Directors, coaches and musicians on an ongoing and timely basis. This includes monthly Noteworthy e-mail communications and other information updates.

**4. In the area of Orchestra Liaison**

- Build and maintain relationships with parents, Orchestra members and alumni. Deal with parents' and/or members' concerns in an effective manner referring controversial issues to the Staff Management Committee.
- Maintain effective communication with contact person from Calvary Pentecostal Church regarding LJYO's proper use of rehearsal space to ensure good working relationship between the church and LJYO.
- Maintain effective communication with other organizations as required.
- Attend to correspondence associated with production planning as required.
- Act as an advocate of the orchestra in discussions, meeting, etc.

**5. In the area of Office Maintenance.**

- Ensure that the Orchestra office and associated Production Planning files are up to date and kept in order in a timely manner.

**SELECTION CRITERIA**

- Demonstrated knowledge of computer programs such as Word, Excel, etc.
- Able to understand and be committed to the role.
- Capable of performing the role without undue stress/concern.
- Capable/responsible of carrying out all of the work in a professional manner.
- Able to effectively communicate/collaborate with the Administrative Manager, Music Directors, Chair/Officers/ Advocates, other Board members and volunteers.
- Able to quickly assess problem areas and to take appropriate corrective action in a timely manner.
- Able to allocate the time required to effectively carry out the role.
- Demonstrated business writing skills.
- Team player