



Charity Registration No NIC103443

## **JOB DESCRIPTION**

- POST:** Production Manager, Belfast Philharmonic Society (BPS)
- LOCATION:** Hybrid (working from home and St Bride's Hall)
- SALARY:** Range (Full-time equivalent) £26,000-30,000 per annum, commensurate with experience. Pro rata for part-time working 22 hours per week.
- REPORTS TO:** Chair of BPS
- RESPONSIBLE TO:** BPS Board of Trustees and will work in consultation with the Chorus Director.

The Society's Board includes Honorary Secretary and Honorary Treasurer roles. The Society's Youth Choirs are administered by the Youth Choirs Supervisor who reports to the Youth Choirs Coordinator on the Board of Trustees. The Production Manager will be required to liaise with the Youth Choirs Supervisor on occasion. See Appendix A, structure of the organisation.

## **JOB SUMMARY:**

The post-holder will;

- Provide professional production and management of the Society.
- Produce events for the Society's symphonic choir
- Liaise with stakeholders and team members to maintain good communication, facilitate best use of resources, and co-ordinate those services within their sphere of responsibility. The post-holder will provide leadership and oversee the coordination of all staff/volunteers within their area of responsibility.
- Adhere to the BPS Strategic Plan, demonstrating accountable leadership to achieve the Society's objectives.
- Co-ordinate and provide support for the Society's development & strategic planning in conjunction with the Chair and Board of Trustees.
- Monitor and analyse any variance in process and/or outcome from agreed plans and standards and report same to the Chair and Board Trustees.
- Be responsible for a delegated budget (set by the Board of Trustees) and accountable for the effective financial management and performance through budget-management and effective oversight.
- Alert and escalate if appropriate to the Chair and Board of Trustees, any operational or personnel-related issues in a timely manner to allow any further action to be taken.

**MAIN DUTIES/RESPONSIBILITIES:**

Production Manager, Belfast Philharmonic Society (BPS)

**REPORTS TO:** Chair of BPS

**RESPONSIBLE TO:** BPS Board of Trustees and will work in consultation with the Chorus Director.

Specific responsibilities will include:

**1. Professional Management**

- a. Liaising closely with Chair and Board Trustees, as appropriate, to ensure effective management and arrangements
- b. Making sure that processes are in place to ensure that all professional policies, procedures and legislative standards are issued, implemented and monitored.
- c. In conjunction with the Chair, ensuring that plans are developed and implemented to ensure the effective and efficient delivery of the Society's programme of activities.
- d. Responding to operational/managerial issues where the situation is out of the experience/knowledge of this role and assist the Chair with problem-solving.

**2. General Administration**

- a. Overseeing the day-to-day administration and running of the Society
- b. Maintaining contact and exchange of information with other music organisations throughout the United Kingdom and Ireland where strategically relevant.
- c. Dealing with enquiries and requests from the members, general public, other stakeholders organisations in liaison with the Youth Choirs Supervisor.
- d. Maintaining a good relationship between Belfast Philharmonic Society and other organisations, principally the Arts Council of Northern Ireland, Ulster Orchestra and potential partners and funders.
- e. Carrying out any other duties assigned by the Board of Trustees as required.
- f. Attending relevant events, conferences and networking opportunities.
- g. Arranging and attending Board meetings as required.
- h. Taking minutes when required.

### **3. Financial Management**

To implement all aspects of the financial management of the organisation supported by the Honorary Treasurer of the Society. This will include:

- a. Preparing the Annual Budget and providing regular reviews and reports.
- b. Managing the day-to-day recording and administration of income and expenditure on the SAGE accounting system.
- c. Producing agreed monthly management information and informing the Board of any issues when they arise.
- d. Assisting with the preparation of the Annual Accounts.
- e. Being familiar with the financial procedures of the Society and adhering to the Society's policies.
- f. Ensuring the necessary insurance cover is in place for the activities of the Society, its members and staff.
- g. Ensuring compliance with the regulations of the Northern Ireland Charities Commission and General Data Protection Regulations and help draft governance documentation.
- h. Administering of salary, fees and expenses for staff.

### **4. Resource and Legal Management**

- a. Updating and implementing of the Policies of the Society in relation to Safeguarding Children and Adults at Risk, Trips and Visits, Equal Opportunities, Health and Safety, Disability and Risk Management.
- b. Preparing job descriptions, advertisements and contracts for posts within the Society, assisting any selection panel where appropriate and maintaining HR records.
- c. Ensuring that regular and secure back-up and storage of the Society's electronic and physical files takes place ensuring that appropriate insurances are in place for any such loss.
- d. Agreeing and co-ordinating the programme of concerts and events with the Board of Trustees, Artistic Staff and other organisations.

### **5. Fundraising**

To implement all aspects of fundraising for the organisation, supported by a fundraising consultant, which will include:

- a. Developing and reviewing a fundraising strategy.
- b. Identifying sources of funding as part of the budget process.
- c. Preparing and submitting applications and specifically the annual Arts Council of Northern Ireland application.
- d. Preparing reports and providing information requested by funders.
- e. Managing the relationship with current funders.
- f. Making presentations to sponsors and grant-giving bodies as required.

- g. Devising and implementing fundraising schemes and events to generate additional income.

## **6. Core Society Activity**

- a. Arranging dates and venues, ensuring insurance and safety requirements are met.
- b. Preparation of costings for concerts and events.
- c. Liaising with the Ulster Orchestra and other concert partners with regard to concert requirements.
- d. Overseeing the ordering of printed music for the season in good time for rehearsal requirements and liaising with the Society Librarian about arrangements for collection and distribution.
- e. Ensuring that Performing Rights Society licensing payments are met.
- f. Arranging the participation of soloists and instrumentalists and the negotiation of fees and travel costs.
- g. Arranging the hire/transport of instruments and relevant insurances.
- h. Overseeing box office management and providing regular reports.
- i. Drawing up a guest list in consultation with the Board of Trustees.
- j. Arranging of guest receptions as required.
- k. Assisting with the requirements of sponsors and grant aiding bodies.
- l. Liaising with the Stage Manager and Hon Sec regarding their stage management of concerts.
- m. Arranging transport where required for trips and visits.
- n. Preparing a printed programme for concerts and events.
- o. Arranging all aspects of any recording.
- p. Planning, organising and implementation of BPS concerts, tours, trips and visits with the assistance of the Youth Choirs Supervisor in line with Belfast Philharmonic Society's Policy.
- q. Arranging outreach activities around concerts and events if required.

## **7. PR and Marketing**

- a. Developing and implementing of a PR and Marketing strategy for the Society to include the work of the symphonic choir and in liaison with the Youth Choirs Supervisor.
- b. Preparing and distributing press releases, liaising with press and agencies.
- c. Liaising with social and mainstream media to maximise coverage of activities.
- d. Devising and implementing promotional schemes for concerts and events.
- e. Managing the design, content and production of printed promotional materials and programmes.

## **8. Strategic Planning and Performance Management**

- a. Adhering to the Society's Strategic Plan.
- b. Supporting the review, development, implementation and delivery of the Strategic Plan.
- c. Contributing to the Society's corporate planning, policy and decision-making processes as required and ensure the Society objectives and decisions are effectively communicated.
- d. Advising and reporting on all aspects of performance and planning co-ordination to include the preparation of Service Delivery Plan and performance reports against targets.
- e. Advising and reporting on the achievement of the Society's performance plans identifying any risks and taking agreed action where necessary.

## **9. People Management**

- a. Developing and managing the recruitment and reaudition process for the members of the symphonic choir in consultation with the Chorus Director and Board of Trustees.
- b. Co-ordinating and managing the open rehearsals and audition processes in consultation with the Chorus Director and Honorary Secretary.
- c. Providing clear leadership to staff and volunteers within the designated area of responsibility.
- d. Supporting the development and implementation of performance development for staff and workforce improvement initiatives for the society.
- e. Being the lead signatory for Access NI disclosure applications and arrange checks for staff and volunteers as required, reporting to the Board Member with Responsibility for Safeguarding
- f. Being familiar with content of the BPS Members' handbook
- g. Identifying opportunities and develop programmes of work that will show commitment & support the Society.
- h. Participating in the Society's Appraisal framework with annual review.
- i. Maintaining good stakeholder relationships.

**JOB TITLE AND ROLE:** Production Manager, Belfast Philharmonic Society (BPS)

**NOTES TO APPLICANTS:**

1. You must clearly demonstrate on your application form, under each question, how you meet the required criteria. Failure to do so may result in your not being shortlisted. You should clearly demonstrate this for both the essential and desirable criteria.
2. Shortlisting will be carried out on the basis of the essential criteria set out in Section 1 below, using the information provided by you on your application form. Please note the Society reserves the right to use any of the desirable criteria outlined in Section 3 at shortlisting. You must clearly demonstrate on your application form how you meet any of the desirable criteria.
3. Proof of qualifications will be required if an offer of employment is made – if you are unable to provide this, the offer may be withdrawn.

**ESSENTIAL CRITERIA**

**SECTION 1:** The following are **ESSENTIAL** criteria which will initially be measured at shortlisting stage and may be further explored during the interview/selection stage. You should therefore make it clear on your application form whether or not you meet these criteria. Failure to do so may result in you not being shortlisted. The stage in the process when the criteria will be measured is stated below.

Factor	Criteria	Method of Assessment
<b>Experience</b>	Worked for a minimum of 3 years within Arts Administration.	Shortlisting by Application Form
<b>IT skills</b>	At least 3 years' experience in using Microsoft Word, Excel and Outlook	Shortlisting by Application Form
<b>Transport</b>	Full valid driving licence/access to vehicle and/or public transport	Shortlisting by Application Form
<b>Working remotely</b>	The ability to work remotely	Shortlisting by Application Form
<b>Ability to work independently</b>	The ability to work independently on your own initiative	Shortlisting by Application Form
<b>Flexible working</b>	Ability to work evenings and weekends	Shortlisting by Application Form

**SECTION 2:** The following are **ESSENTIAL** criteria which will be measured during the interview/ selection stage:

Factor	Criteria	Method of Assessment
<b>Skills / Abilities</b>	<ul style="list-style-type: none"><li>• Having delivered against challenging programmes for a minimum of 3 years meeting a range of key targets and making improvements in service development and work force planning.</li><li>• Having worked with a diverse range of</li></ul>	Interview / Test

	<p>stakeholders, both internal and external to the organisation, to achieve successful outcomes</p> <ul style="list-style-type: none"> <li>• Successfully demonstrating people - management, governance, leadership motivation and organisational skills to co-ordinate team and stakeholders for a minimum of 3 years</li> <li>• Experience of financial management and budgetary control in a large organisation</li> <li>• Excellent communication / interpersonal skills</li> <li>• Evidence of knowledge of electronic information systems</li> </ul>	
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## DESIRABLE CRITERIA

**SECTION 3:** these will **ONLY** be used where it is necessary to introduce additional job-related criteria should further shortlisting be required. You should therefore make it clear on your application form how you meet these criteria. Failure to do so may result in you not being shortlisted

Factor	Criteria	Method of Assessment
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Extent of experience in arts administration</li> <li>• Experience of leadership/ management in an arts organisation</li> <li>• Fundraising experience</li> <li>• Knowledge of music organisations</li> </ul>	Shortlisting by Application Form
<b>Values</b>	<ul style="list-style-type: none"> <li>• An interest in singing, choral music and live concert performance</li> </ul>	Shortlisting by Application Form
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• A degree in music or related arts subject or in management</li> <li>• A qualification in word-processing/IT skills</li> <li>• Experience of SAGE accounting package</li> <li>▪ Child protection training</li> </ul>	Shortlisting by Application Form

## **VALUE-BASED RECRUITMENT**

Candidates who are short-listed for interview will need to demonstrate at interview that they have the required knowledge, skills, competencies and values to be effective in this role.

In answering the value-based questions you have the opportunity to share examples of when you have demonstrated values relevant to the BPS Production Manager post

### **NOTE:**

Where educational/professional qualifications form part of the criteria you will be required, if shortlisted for interview, to produce original certificates, and one photocopy of same, issued by the appropriate authority. Only those certificates relevant to the shortlisting criteria should be produced. If educational certificates are not available an original letter and photocopy of same detailing examination results from your school or college will be accepted as an alternative.

If successful you will be required to produce documentary evidence that you are legally entitled to live and work in the United Kingdom. This documentation can be a P45, payslip, National Insurance Card or a birth certificate confirming birth in the United Kingdom or the Republic of Ireland. Failure to produce evidence will result in a non-appointment.

## **TERMS AND CONDITIONS**

Salary range: £26-30K per annum pro rata for 22 hours per week (hybrid working) commensurate with experience together with the statutory pension contribution.

The 22 hours per week include weekly rehearsals and events/concerts throughout the season if attendance is required.

The contract for the post is for an initial 3 years, with the possibility of extension.

There will be a probationary period of 6 months.

Annual leave to be applied for outside the time of BPS activities e.g. a month leading up to concerts and tours. Permission in exceptional circumstances may be requested from the Chair.

Yearly annual leave quota is 13.5 days per annum for this 22 hour per week post (equivalent to 20 days per annum for a full-time post) pro rata plus NI Bank and Public Holidays (normally 12 days).

Notice period is two months.



Charity Registration No NIC103443

