

## **Chamber Orchestra of Europe (COE) Tours and Library Assistant Vacancy (TLA)**

### **Role**

We are seeking a highly organized and dedicated Tours and Library Assistant to assist in the planning, coordination, and execution of all logistical aspects of the orchestra's tours, and working together with other members of the COE management team to ensure the smooth operation of all rehearsals, sessions and concert performances. You will work closely with the Tour and Stage manager in relation to project logistics and the Finance and Project Manager in relation to the music library.

You will be a highly organized and proactive individual at ease working in a supportive role as part of a small management team. Initiative, intelligence and flexibility of approach will be vital qualities. You will be eager to learn and be able to anticipate needs, solve problems, and handle a wide range of responsibilities.

This full time position offers a unique opportunity for someone at the start of their career to gain valuable experience with almost all aspects of professional orchestral management. You will be working with a world class European orchestra in a demanding and exciting environment and on projects from inception to realization.

You will join a hybrid working system. When London based, the normal working week is currently organized with 3 days at the orchestra's Westminster office and 2 days working from home. You will work away from home on tour with the orchestra for approximately 100 days per year (+/- 20 days) generally divided into ten projects of roughly 10 days duration.

If you are self-motivated, resourceful, both people and detail-oriented, we want to hear from you.

### **Key Responsibilities**

#### **Tour Preparation:**

Working closely with the Tour and Stage Manager you will be required to book and prepare the following as necessary for orchestra members, conductors and soloists:

- Individual and group tour travel.
- Hotel accommodation. Preparing rooming lists for hotel and promoter.
- Instrument transport, including carnet, parking, load-in/get-out arrangements.
- Local travel and transfers e.g. car, minibus and coach transfers between airport/station/hotel/venue.
- Stage plans specific for each venue and for each work to be performed.
- Orchestral "riders" for each venue detailing backstage requirements.
- Tour schedules for orchestra members, and also for conductor and soloist(s).
- Visa applications

Working closely with the Finance and Project Manager you will be required to:

- Manage, maintain and catalogue the orchestra's music library both physically and digitally ensuring that all orchestral sets remain complete and in good condition.

- Organise and prepare all material needed for performances keeping accurate records of performance history and maintaining computer databases as required.
- Hire music as necessary.
- Coordinate bowings and markings with the COE Leader and principals and build strong working relationships with COE membership, our guest musicians and external partners. (Bowings and other musical markings are currently added to the orchestral parts by external professionals)
- Send physical and electronic copy to players and conductors in advance of projects.
- Compile, pack up and file away the orchestra's music before and after each project.
- Develop a working knowledge of publications and editions.
- General clerical duties e.g. printing, binding, scanning, photocopying, filing etc

## **On Tour :**

You will have responsibility for all scores and sheet music on tour. Responsibilities will include liaising with conductors and soloists, organising the music on stage and before and after concerts, packing safely for travel, and dealing with markings from conductor and principal players that are added on tour.

With support from the General Manager you will organise and prepare concert tickets for conductor, soloist, COE musicians and management.

You will work as part of a close knit management team on tour and will offer support primarily to the Tour and Stage Manager. On occasion, you will take over the responsibilities of other colleagues who may not join on tour and on occasion in cases of emergency or sickness.

Other duties on tour will include:

- Assisting the Tour and Stage Manager with:
  - load-ins and load-outs at venues
  - stage management during concerts and rehearsals
  - general backstage management at all venues.
  - plane, train, coach, car, transfers.
  - hotel, apartment check-ins/departures.
- Assisting the Planning and Personnel Manager with auditions.
- Assisting the Finance and Project Manager with the COE Academy arrangements.
- Assuming other general tasks within the scope and responsibility of the role as required from time-to-time by the Tour and Stage Manager and/or General Manager.

The position involves heavy lifting e.g. suitcases, podiums/staging, large orchestral instruments (timpani, percussion, harp etc.), and moving large keyboard instruments (pianos, harpsichords etc.) for which training will be given.

It is possible that the position will develop over time. Any changes to the above key responsibilities will be mutually agreed in discussion with the General Manager.

## **Minimum Expertise, Knowledge and Experience Required:**

The ideal candidate will:

- be eager to learn and have a strong pro-active, can-do, resourceful, outgoing and positive approach to work with the ability to act with tact, diplomacy, charm and initiative.
- be able to represent the Chamber Orchestra of Europe in a confident and professional manner with the ability to work with a wide range of people at all levels of the music business.
- be a musician qualified to graduate level.
- have a meticulous eye for detail and the ability to provide detailed interpretation of scorings and orchestrations.
- have a basic understanding of orchestral stage management/layout.
- have excellent written and verbal communication skills with a high standard of English and possibly other European languages.
- be extremely organised and committed to delivering a high standard of work with the ability to prioritise and manage a busy workload with high productivity.
- be a versatile and flexible team player with a keen sense of humour and be able to multitask and remain calm under pressure.
- be computer literate with some experience of the main Microsoft Office products, particularly WORD, EXCEL and PUBLISHER and the ability to learn to use "ARTSVISION" the COE computer management system.

## **Conditions:**

The position is full time and based at the orchestra's office in Westminster, London. Office hours are 9.00 a.m. – 5.30 p.m. Monday to Friday (hybrid working/flexi-time) plus evening work and work on tour as required. You will travel on tour with the orchestra for approximately 100 days per year (+/- 20 days).

Remuneration offered will be by negotiation, and subject to age and experience. Salary will be within the range £25,000-35,000 per annum (Permanent contract - PAYE). Annual holiday entitlement is 22 days plus UK bank holidays.

A work mobile phone and laptop computer will be provided for COE related work.

It is expected that the successful applicant will start work with the COE during March 2024. The position is offered subject to the satisfactory outcome of a six-month trial period (extendable by mutual agreement to one year if necessary). The Tours and Library Assistant reports to the General Manager. The COE is an Equal Opportunities employer. Applicants must live in London (or nearby) and have work authorisation for both the UK and EU.

## Application Procedure:

Please email your CV and covering letter to [vacancy@coeurope.org](mailto:vacancy@coeurope.org) marked "Tours and Library Assistant" in the subject field.

Closing date for applications:	7 <sup>th</sup>	January 2024
Last date for notification of selection for interview	10 <sup>th</sup>	January 2024
First round of interviews:	10 <sup>th</sup> &16 <sup>th</sup>	January 2024
Second round of interviews:	23 <sup>rd</sup>	January 2024
Start date during March 2024		

Please note that we will confirm receipt of all applications and only enter into further correspondence with candidates who are selected for interview.

## **Chamber Orchestra of Europe – Additional information Tours and Library Assistant**

### **Introduction**

The Chamber Orchestra of Europe (COE) was founded in 1981 by a group of young musicians who became acquainted as part of the European Community Youth Orchestra (now EUYO). There are now about 60 members of the COE, who pursue parallel careers as international soloists, Leaders and Principals of nationally-based orchestras, as eminent chamber musicians, and as tutors of music.

The COE has strong links with many of the major concert halls in Europe and has residency agreements with the Palace of Esterhazy in Eisenstadt and Casals Forum in Kronberg.

Over the years the COE has performed with many of the world's greatest artists and has developed especially close relationships with Vladimir Jurowski, Yannick Nézet-Séguin, Sir Antonio Pappano Sir Simon Rattle, Sir András Schiff and Robin Ticciati.

The COE is a private orchestra and receives invaluable financial support from a number of Friends including particularly The Gatsby Charitable Foundation and The Underwood Trust.

For more information about the COE please visit <https://www.coeurope.org/>

### **Chamber Orchestra of Europe Ethos**

The Chamber Orchestra of Europe was launched in 1981 to enable a group of friends to create their own musical enterprise. The key to the Orchestra's survival and success over the years has been its extremely high musical standards, standards that could not have been achieved unless every individual member felt totally involved, and above all had a say in its destiny.

The COE has been completely independent from the day it gave its first concert, and is not beholden to any government body, institution, principal conductor or artistic director. It is for members (playing and non-playing) to decide what is in the best interests of the Orchestra as a collective entity, at the same time as taking into account (as far as possible) the aspirations of individuals within the Orchestra.

The COE has never had any rules or regulations, but does have a set of guidelines that has evolved over time based on mutual respect and democratic principles. It is up to its members to solve problems and provide a challenging, stimulating and attractive way of life for all involved. The original objectives, which were the reasons for the Orchestra's creation, and that are the ideals of the COE (the pursuit of excellence, breaking down barriers, and achieving international success against the odds) are as important today as they were when it started out in 1981.

## The Management structure of COE:

The Chamber Orchestra of Europe (COE) is a UK company limited by guarantee with full charitable status. There are three Directors of the Company, who are also Trustees of the Charity.

**Trustees:** James Judd, Michael Hoare, Peter Readman (Chairman)

### Executive Committee:

The Executive Committee is comprised of two non-elected members (Chairman and General Manager), and five bi-annually elected Orchestra Members. This body is responsible for formulating and deciding the artistic policies of the COE which are subsequently implemented by the management. The COE Personnel and Planning Manager is “ex-officio” and coordinates the group.

### Management team:

General Manager: Simon Fletcher	Responsible for implementing policies, contracting the players and management team, and for the day-to-day running of operations and administration. Is line manager to the following members of staff:
Personnel and Planning Manager: Camilla Follett	Personnel, Concert Planning, Chamber Music Co-ordination, General duties in support of the management team both on tour and at the office.
Tour and Stage Manager: Patrick McEntee	Tour Management (travel/hotel bookings and tour logistics), Concert/Stage Management General duties in support of the management team both on tour and at the office.
Finance and Project Manager: Giovanni Quaglia	Finance, Office and Project Management, COE Academy, COE Library General duties in support of the management team both on tour and at the office.
Business Development Manager: Coralie Galtier	Business Development, PR and Marketing, Website, COE “Friends” General duties in support of the management team both on tour and at the office.
Tours and Library Assistant: Currently vacant	Tour Management (travel/hotel bookings and tour logistics), Concert/Stage Management, COE Library, General duties in support of the management team both on tour and at the office.
Accountant: Norman Thomas	