



### Role

We are seeking a proactive and dedicated Stage and Project Manager to lead the Concert and Stage management of all COE projects. On tour you will lead and take forward the stage and concert arrangements that you will have previously organized and assist with the execution of all tour logistics working closely with other members of the COE management team to ensure the smooth operation of all rehearsals, sessions and concert performances.

You will be a highly organized and proactive individual at ease working in a leadership position and also in a supportive role as part of a small management team. Initiative, intelligence and flexibility of approach will be vital qualities. You will have experience of orchestral stage management but most important will be the level of care and attention you offer, together with your ability to learn and to anticipate needs, solve problems, and handle a wide range of responsibilities.

This full-time position offers a unique portfolio of work both office-based and on tour with the Orchestra. 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 office in Westminster 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 between 10-15 projects on average of roughly 10 days in duration.

If you set very high standards for yourself, are self-motivated, resourceful, both people and detail-oriented, we want to hear from you.



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## Key responsibilities

### 1. Tour Preparation:

The COE is a project-based Chamber Orchestra. The musicians required for each project are drawn from all over Europe and are contracted individually by the COE on a freelance basis. Working closely with the General Manager (GM), Tour and Project Manager (TPM) and Planning and Personnel Manager (PPM) you will administer, book and prepare the following as necessary for all projects for orchestra members, conductors and soloists:

- Stage plans for each venue.
- Orchestral “technical and backstage riders” for each venue detailing requirements.
- Instrument transport, including carnet, parking, load-in/get-out arrangements.
- Instrument/equipment storage and ongoing maintenance of owned equipment.
- Pianos and other keyboards as required at venues.
- Hiring, receiving, safe custody and return of hire instruments as necessary.
- Rehearsal venues in consultation with GM, PPM and TPM.
- Booking individual travel arrangements for the COE membership following instruction from the TPM.
- Administration of the Orchestra’s on-tour travel insurance policy, making application for any travel or tour-related insurance claim. Ensuring that all reportable incidents are notified to the General Manager and coordinating with colleague Project Managers making sure that information required for insurance claims is provided accurately and promptly as necessary.
- Preparing/helping with Visa applications working closely with colleague Project Managers.



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## 2. Stage Management on tour:

Leading as Concert and Stage Manager for all COE projects you will take forward arrangements that you will have previously organized with the venue or presenter. The COE musicians take great care and demand an extremely high level of performance from themselves. The COE management team aspires to do the same in support of the performances and it is expected that you will take forward the following responsibilities with the same dedication and care :

- Working with colleague Project Managers and venue personnel to load and unload the Orchestra's instruments between truck and venue, ensuring that all instruments and equipment is handled with the highest level of care.
- Arriving promptly at venues well in advance of the Orchestra's arrival ensuring that stages at rehearsals, recording sessions and performance venues are correctly laid out to meet the requirements of the Orchestra and conductors, including availability and placing of all necessary equipment i.e. chairs, music stands, conductor's podium and other rostrum, lighting. Also that the backstage area is clearly marked with directional signs showing changing rooms, toilets and stage.
- Assisting the music librarian as necessary.
- Allocating special seat cushions, seat blocks, stand lighting and acoustic screens and other associated equipment as necessary.
- Ensuring that stage management during performances is carried out effectively and that presentation on stage is of the highest standard.
- Reacting quickly to concerns and building trust with the musicians. Thinking in advance to predict areas of concern and finding appropriate solutions.
- Adhering to COE dress standards for backstage work and on stage.

## 3. Tour Management:

- Leading all arrangements in relation to transport logistics of all instrument and equipment.
- Supporting the TPM with all travel and accommodation check-ins, car and coach transfers.
- Working closely with the Finance and Project Manager (FPM) on travel budgets expenses, post-tour expenses reports and A1 Forms.



### General:

- Ensuring that the Orchestra is best represented at all times and that positive working relationships are nurtured with all partners.
- Maintaining good health and safety practices, reporting any issues that arise in relation to stage management duties to the General Manager.
- Sharing supervision of players at all rehearsals, recording sessions and concerts with the Personnel Manager. TPM and General Manager.
- Nurturing and facilitating good relations between members, and also between management and players.
- Helping with other duties as may reasonably be requested by the General Manager.

You will work as part of a close-knit management team on and off tour and will offer support to the General Manager, colleague Project Managers and Planning and Personnel Manager. On occasion it may be necessary for you to offer cover for colleagues and take over their responsibilities in case of emergency or sickness or as necessary.



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## Minimum expertise, knowledge and experience required

The ideal candidate will:

- Have experience of professional stage management and a thorough understanding and knowledge of orchestral layout and staging considerations.
- 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.
- Likely be a musician with experience of performing in an orchestra and qualified to graduate level.
- Have a meticulous eye for detail and the ability to interpret scorings and orchestrations.
- 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's computer management system.



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## Conditions

The position is full-time and based at the Orchestra's office in Westminster, London. Office hours are 9.00 am – 5.30 pm, 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).

A competitive remuneration package is offered by negotiation, most likely within the £35,000-50,000 range, subject to age and experience. 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 be able to start work with the COE as soon as possible following appointment, and in post by January or February 2025. 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 Stage and Project Manager reports to the General Manager. The COE is an Equal Opportunities employer. Applicants must live in London (or nearby) and already 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 "Stage and Project Manager" in the subject field.

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| Closing date for applications:                         | 27 <sup>th</sup> September 2024                 |
| Last date for notification of selection for interview: | 3 <sup>rd</sup> October 2024                    |
| First round of interviews:                             | 8 <sup>th</sup> /9 <sup>th</sup> October 2024   |
| Second round of interviews:                            | 15 <sup>th</sup> /16 <sup>th</sup> October 2024 |
| Start date for the successful candidate:               | As soon as is practical                         |

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

### 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 most renowned artists and has developed especially close relationships with 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/>

You can also listen to the COE's podcast, Interlude, here:  
<https://www.coeurope.org/coe-podcast/>



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## The Chamber Orchestra of Europe's 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.





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## The Management Structure of the 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 Planning and Personnel Manager is “ex-officio” and coordinates the group.

### Management team:

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| <b>General Manager</b><br>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: |
| <b>Planning and Personnel Manager</b><br>Camilla Follett | Orchestral Personnel, Rehearsal Planning, Chamber Music Co-ordination, General duties in support of the management team both on tour and at the office.   |
| <b>Tour and Project Manager/Librarian</b><br>Derri Lewis | Tour Management (travel/hotel bookings and tour logistics), Librarian. Supporting Concert/Stage Management. General duties in support of the management team both on tour and at the office.            |

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**Stage and Project Manager**

Vacant

Concert/Stage Management. Supporting Tour Management (travel/hotel bookings and tour logistics), General duties in support of the management team both on tour and at the office.

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**Finance and Project Manager**

Giovanni Quaglia

Finance, Office and Project Management, COE Academy, General duties in support of the management team both on tour and at the office.

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**Business Development Manager**

Coralia Galtier

Business Development, PR and Marketing, Website, COE "Friends", General duties in support of the management team both on tour and at the office.

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**Accountant**

Norman Thomas