

Role Description

Ensemble Manager, Stroma New Music Ensemble

Location: Wellington

Responsible to: Stroma Board of Trustees

Key Relationships: Artistic Co-Directors, Marketing Manager, conductor, players, accountant/auditor, other performing arts organisations, venue managers, funding agencies, technical suppliers, other service suppliers

About Stroma

Stroma is one of New Zealand's finest contemporary chamber ensembles, comprising players from the NZSO and other freelance Wellington performers. Since its inaugural concert in 2000, Stroma has performed regularly, with a repertoire of fresh, cutting-edge compositions. Stroma has also been active in commissioning new works from New Zealand composers. Stroma has appeared at numerous New Zealand Festival of the Arts, as well as the International Jazz Festival 2003, the Wellington Cathedral Festival 2003 and the Christchurch Festival of the Arts 2005. They also toured for Chamber Music New Zealand in 2004.

More information available at: <http://www.stroma.co.nz>

Position Scope

This position is part-time, required for employment during August–December 2012. There is a fixed number of hours (100) which can be apportioned as necessary by the successful applicant. Any work above and beyond the fixed number of hours may be negotiated with the Board of Trustees.

Position Purpose

The Ensemble Manager will be responsible for planning and organising events for the Ensemble in order to meet its mission and goals. Key functions of the role include:

Concert Operations

- Manage all concerts that have been approved by the Artistic Directors and the Board
- Ensure concerts are adequately planned, including venues, instrument availability, piano tuning, stage management, FOH, technical requirements, facility access, facility set up and pack down, cartage, programmes, music stands
- Create and manage a budget in collaboration with the Artistic Directors, as approved by the Board
- Apply for event funding as required, and complete Project Completion Reports as required
- Ensure adequate rehearsal venues are booked and equipped, and rehearsal schedules are drawn up in association with the Conductor and Players
- Liaise with music hire distributors, to order and return score & parts in a timely manner
- Liaise with ticketing agencies such as Ticketek and Dash Tickets
- For smaller venues, ensure FOH is adequately staffed, and float and ticket lists are supplied
- Liaise with Radio New Zealand Concert for recording and broadcast of concerts
- Liaise with any represented composers
- Collate and produce programme note booklets

Payment & contracting

- Distribute and collect contracts for players
- Ensure timely payment of performers, within the approved budget
- Negotiate contracts with guest performers
- Book transport and accommodation for out-of-town guests

- Liaise with accountant/auditor to ensure timely IRD payments and reporting/auditing as required by law

Strategic Goals

- Develop relationships with other arts organisations in Wellington, and look for potential partnerships that might further meet Stroma's goals or reduce expenditure

Person Specification

Required

- Proven experience in arts administration and event coordination
- Familiarity with the operational aspects of music events
- Experience in writing funding applications
- Experience in managing budgets
- Excellent oral and written communication skills
- Effective interpersonal skills
- Demonstrated ability to manage time, establish priorities, plan and carry out multiple tasks, and work effectively under pressure
- High level of integrity and initiative
- Experience in using word processing and spreadsheeting software.
- Ability to work flexible hours and manage time well, as the days preceding concerts will require a greater concentration of work, often after-hours.

Desirable

- Experience using website CMS tools
- Experience working with classical musicians and/or ensembles
- Existing arts and music networks within New Zealand
- Experience with using financial packages
- Copywriting & proofreading skills