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**ROYAL SCOTTISH NATIONAL ORCHESTRA**

**Job Title:** Head of Planning

**Reports to:** Chief Executive

**Supervises:** Planning Manager and Planning Officer

**Salary:** £35k - £39k

**RSNO Overview**

The RSNO is Scotland’s national symphony orchestra and one of the five National Performing Companies, supported by the Scottish Government. The RSNO is a symbol of Scottish cultural excellence. Established in 1891, it continues to deliver the highest quality musical experience and enjoyment throughout Scotland, which has been shared by generations.

**The Planning Department**

The Head of Planning leads the Planning Department. The team consists of: Head of Planning, Planning Manager and Planning Officer.

**Principal Relationships**

External: artists, artist managements, international and national promoters, music contractors, record companies and producers

Internal: Chief Executive, Senior Management Team, Planning Manager, Planning Officer, all members of the Concerts and Learning and Engagement teams, Artistic Committee, Music Director, Principal Guest Conductor, Assistant Conductor

**Purpose of the Role**

The Head of Planning, in consultation with the RSNO's Chief Executive, leads the Planning team on the implementation of the RSNO's strategic objectives for own-promoted performances and recordings, and engagements for performances and recordings.

The objectives include the development of:

* The artistic profile of the RSNO through concert activity in Scotland, the UK and abroad, managing the programming of artists, repertoire, and performance venues, and through own-label recordings.
* The RSNO’s new ambitions in commercial film and television recording as well as managing and maintaining the RSNO’s established classical recording activity, aiming to enhance the RSNO’s artistic profile and generate financial surplus to support subsidised activity.
* New artistic talent of composers, conductors, and performers, focussing on home-grown Scottish talent and talent from under-represented backgrounds.
* The RSNO reaching diverse audiences in Scotland in both depth (e.g. across ages) and width (e.g. across ethnic backgrounds, gender).
* Integration of Artistic Planning activities with those of the Learning & Engagement department.
* Close relationships with the External Relations department, to enhance fundraising, public relations and marketing outcomes.

The Head of Planning will have strong business sense to develop the RSNO's artistic and commercial potential. They will support the professional and personal development of their team members and take on a positive and proactive leadership role. They will delegate as appropriate duties and responsibilities to members of the Planning team, retaining accountability for the overall performance of the team.

**Key Responsibilities**

In agreement with the RSNO's Chief Executive, the Head of Planning will

1. Lead the Planning team and ensure good relationships both inside and outside of the department.
2. Support the members of the Planning team to achieve best performance.
3. Manage key artistic relationships for the organisation, ensuring strong, lasting engagement for the future.
4. Working closely with the Planning Manager, the Operations and Digital teams, balance a complex schedule of own promotions, hired engagements (including recordings), and touring.
5. With the Planning team, create multi-year plans and budgets of artists, repertoire, rehearsal and performance activity to contribute to the strategic, multi-year budgeting and planning of the RSNO.
6. Engage conductors and soloists, and agree programmes and fees with the artists or their representatives.
7. In collaboration with touring agents, negotiate terms, agree artists and repertoire for international tours and lead the Planning Officer on budgeting and execution of touring logistics.
8. In collaboration with the Planning Manager, the RSNO's External Relations department and Digital team, develop and aid the promotion of commercial film, TV and classical recording facilities, lead fee negotiations, scheduling, repertoire, and budget planning.
9. Lead and support the Planning team in the acquisition of hired engagements for live performances.
10. Lead and support the Planning team in the planning of complex, special projects.
11. Liaise with the RSNO Operations and Digital teams to facilitate smooth implementation of all planned activity.
12. Work closely with the RSNO Learning and Engagement department to integrate their activity with performances programmed by the Planning team.
13. Work closely with the RSNO Marketing team to engage audiences and drive sales.
14. Liaise with the RSNO Development team to support fundraising applications and approaches.
15. Prepare reports and presentations for RSNO Board and committees as required.
16. Take part in concert duty rotation including driving artists to venues and artist care.
17. Ensure the highest standards of artist care are maintained and new ways to ‘surprise and delight’ international soloists and conductors are implemented.

**Person Specification**

| **Person Specification** | **Criteria** |
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| Educations/qualifications | * Degree in Music or equivalent
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| Essential skills | * Excellent project management skills
* Proven track record in managing staff
* Experience in commercial contracts
* Excellent artist management skills
* Proven track record negotiating fees and balancing project budgets at a major orchestra or arts organisation
* Ability to prioritise a busy workload
* Excellent written and verbal communication skills
* Excellent IT and administration skills, including database management, Excel, Word, Outlook and PowerPoint
* Excellent interpersonal skills
* Ambition to succeed by going beyond what is expected
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| Desirable experience | * Proven experience in the domestic and international touring market
* Considerable repertoire knowledge
* Proven track record of working with orchestral musicians, international artist managements and/or artists
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| General competencies | * Planning and prioritisation
* Information management
* Relationship management
* The confidence to represent and advocate the RSNO at external events
* The ability to work with tact and discretion when dealing with confidential matters
* A ‘can-do’ attitude and the willingness to assist other members of the team to meet shared objectives
* Highly motivated, pro-active and results driven
* Attention to detail
* Highly organised and self-motivator with the ability to remain calm under pressure
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| Other  | * Prepared to work weekends and evenings
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**Application Process**

Applicants should email a CV and covering letter to recruitment@rsno.org.uk for the attention of Nicola Shephard.

**Location**: The job will be based at RSNO Centre, 19 Killermont Street, Glasgow, G2 3NX.

**Hours of work**: Office hours are 9:00am to 5:00pm or 9:30am to 5:30pm but the post holder will be expected to work as the job requires, including some evenings and weekends for which reasonable time off in lieu will be agreed with the Chief Executive.

**Holidays**: 25 days plus 13 public holidays per annum

**Pension**: Contributory pension scheme available

Closing date for applications: **Monday 13 December 2021**