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**ROYAL SCOTTISH NATIONAL ORCHESTRA**

**Job Title:** Planning Officer

**Reports to:** Head of Planning

**Supervises:** No direct reports but leads team members in project groups

**Salary:** £20k - £22k

**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 Planning Officer works within the Planning Department. The team consists of: Head of Planning, Planning Manager and Planning Officer.

**Purpose of Role**

The postholder supports the Head of Planning and the Planning Manager with the organisation of orchestral activity both on the concert platform, recording, learning and engagement activity and special projects.

**Principal Relationships**

External: composers, contractors, artists, artist’s agents and managers, international and national promoters, record companies and producers

Internal: Planning Manager, Planning Officer, Chief Executive, Senior Management Team, Music Director, Principal Guest Conductor, Assistant Conductor

**Key Responsibilities**The Planning Officer supports the Head of Planning and Planning Manager to delivery all orchestral activity.

**Description**

1. Confirm all touring logistics and administrative matters such as hotels, flights, cargo, local transport, required documentation and technical needs, negotiating requirements with local agents or promoters directly and, on occasion, travelling with the Orchestra on tours.
2. Assist the the Planning Manager to plan and deliver the Orchestra’s schedule, including but not limited to co-ordinating self-promoted concerts with hired engagements, recordings, artist negotiations and other work.
3. Work closely with the Head Planning to secure additional hired engagements and recording opportunities for the RSNO.
4. Support the scheduling and budgeting of international, national and regional tours, recordings, learning and engagement activities, and hired engagements.
5. Support the logistics required for bookings related to Scotland’s Studio.
6. Work closely with the RSNO digital and external relations teams to manage and promote the RSNO’s studio facility.
7. Take part in concert duty rotation including driving artists to venues and artist care.
8. Finalise and issue all conductor and artist contracts.
9. Ensure the highest standards of artist care are maintained and new ways to ‘surprise and delight’ international soloists and conductors are implemented.

**PERSON SPECIFICATION**

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| **Person Specification** | **Criteria** |
| Educations/qualifications | * Degree in Music or equivalent
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| Essential skills | * Excellent administrative and organisational skills
* Excellent artist management skills
* 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 | * 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 Head of Planning.

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

**Pension**: Contributory pension scheme available

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