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## RSNO Chorus Manager (part-time) Job Description

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<b>Job Title:</b>	RSNO Chorus Manager
<b>Reports to:</b>	Director of Artistic Planning
<b>Supervises:</b>	Freelance staff (artistic and operational)
<b>Term:</b>	Fixed term until end of 2027
<b>Hours:</b>	16 hours per week (full-time equivalent: 35 hours)
<b>Salary:</b>	£33,500 pro rata, commensurate with experience

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### 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.

### RSNO Chorus Overview

The RSNO Chorus is Scotland's leading symphonic chorus, singing numerous concerts annually with the RSNO. Members of the RSNO Chorus are all amateur singers, but the level of performance and the speed at which they are required to learn repertoire means that the level of ability of the singers is high. Membership of the Chorus is by audition, and singers are also regularly re-assessed.

Stephen Doughty was appointed Director of the RSNO Chorus in 2022. Over a career of some 30 years, he has a large amount of experience working with choirs and amateur choruses at all levels and is also in demand as an accompanist and an arranger/orchestrator.

### Artistic Planning Department

The RSNO Chorus Manager is part of the Artistic Planning Department. It consists of: Director of Artistic Planning, Artistic Planning Manager, Artistic Planning Officer, Head of Library Services, Library Assistant, RSNO Youth Chorus Manager, RSNO Chorus Manager. The Artistic Advisor provides consultancy.

### Purpose of the Role

The RSNO Chorus Manager is responsible for the delivery of the RSNO Chorus schedule, including rehearsals, performances, and additional events, ensuring that activity is planned and delivered within budget.

### Principal Relationships

External: venues and other cultural organisations, such as choruses.

Internal: RSNO Chorus Director, Sir Alexander Gibson Conducting Fellow, freelance artistic and operational staff, RSNO Chorus Committee and Members, Director of Artistic Planning, RSNO Youth Chorus Manager, RSNO operations and External Relations colleagues.

## **Key Responsibilities**

- 1) Recruitment and Membership
  - i) Organise and supervise auditions
  - ii) Manage communication with applicants
  - iii) Maintain accurate membership records
- 2) Rehearsal and Planning
  - i) Prepare and distribute rehearsal schedules
  - ii) Book venues and accompanists
  - iii) Prepare seating plans and chorus lists
  - iv) Distribute music
- 3) Concert and Project Delivery
  - i) Manage team and logistics for performances and projects
  - ii) Organise transport (including touring where required)
  - iii) Attend rehearsals and concerts
  - iv) Share seating plans and supervise platform procedures
  - v) Ensure compliance with organisational safeguarding policies
- 4) Stakeholder Liaison
  - i) Liaise with RSNO Chorus Director
  - ii) Liaise with RSNO Chorus Committee and Chair
  - iii) Ensure effective communication between RSNO Chorus and RSNO
- 5) Administration
  - i) Manage communications with Chorus Members
  - ii) Plan project logistics and requirements
  - iii) Ensure all activity is planned and delivered within budget
  - iv) Liaise with vocal coach to arrange group singing lessons
  - v) Administer and manage the Sir Alexander Gibson Memorial Fellowship for young choral conductors
  - vi) Liaise with the RSNO Youth Chorus Manager as required

Person Specification	Criteria
Educations/qualifications	<ul style="list-style-type: none"> <li>• Degree in Music or equivalent</li> <li>• Driving licence valid in the UK</li> <li>• Permission to work in the UK</li> <li>• PVG clearance</li> </ul>
Essential skills	<ul style="list-style-type: none"> <li>• Ability to work successfully with amateur (volunteer) musicians, as well as professionals</li> <li>• Ability to line-manage staff</li> <li>• Ability to influence colleagues beyond line-management relationships</li> <li>• Sound knowledge of choral orchestral repertoire</li> <li>• Excellent project and event management skills</li> <li>• Ability to prioritise a busy workload</li> <li>• Excellent written and verbal communication skills</li> <li>• Excellent interpersonal skills</li> <li>• Excellent IT skills, including database management, Excel, Word, Outlook and PowerPoint</li> </ul>
Desirable experience	<ul style="list-style-type: none"> <li>• Experience of managing volunteers</li> <li>• Experience of managing staff</li> <li>• Experience of guiding artistic colleagues</li> <li>• Administration and project management</li> <li>• Experience with #DIESE, or other diary-management/database systems</li> <li>• Experience of working with vulnerable groups, applying safeguarding policies and principles</li> <li>• Understanding of Health and Safety responsibilities</li> </ul>
General competencies & personal qualities	<ul style="list-style-type: none"> <li>• Manage staff, teams, volunteers</li> <li>• Planning and prioritisation</li> <li>• Information management</li> <li>• Relationship management</li> <li>• The confidence to represent and advocate the RSNO at external events</li> <li>• The ability to work with tact and discretion when dealing with confidential matters</li> <li>• A 'can-do' attitude and the willingness to assist other colleagues with their tasks</li> <li>• Highly motivated, pro-active and results driven</li> <li>• Attention to detail</li> <li>• Highly organised and self-motivator with the ability to remain calm under pressure</li> </ul>
Other	<ul style="list-style-type: none"> <li>• Flexibility to work weekends and evenings</li> </ul>

**Pension:** Contributory pension scheme available

**Location:** The RSNO currently offers a hybrid working model with a minimum of two days a week in the office, subject to the requirements of the job. The office is 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 evenings and weekends for which reasonable time off in lieu will be agreed with the Director of Artistic Planning. Regular attendance is required on rehearsal nights (Wednesdays). RSNO Chorus Manager and RSNO Youth Chorus Manager are encouraged to deputise for each other where necessary.

**Contract:** Fixed term until the end of 2027

**Holidays:** 25 days plus 13 public holidays, pro rata

**Disclosure:** The candidate will be required to be a member of the PVG Scheme administered by Disclosure Scotland

### **Application Process**

Applicants should email a CV and covering letter to [recruitment@rsno.org.uk](mailto:recruitment@rsno.org.uk) for the attention of Tammo Schuelke, Director of Artistic Planning. Please include your name and the job title in the subject header.

Deadline to apply is **Thursday 16 July at 12pm**. Interviews will be held w/c 20 July.