



PRODUCTION CO-ORDINATOR (LCE)

DEADLINE FOR APPLICATIONS: 25 OCTOBER 2021



PRINCIPAL FUNDING PARTNERS



NORTHERN IRELAND



Belfast City Council

What we do: We connect fantastic music and musicians to the people of Northern Ireland and beyond.

Who we are: 63 top class musicians led by conductor Daniele Rustioni, acknowledged as one of the most compelling conductors of his generation. Together with our administrative team we are one of Northern Ireland's most cherished cultural organisations.

At the heart of our communities: Our musicians routinely devote time every week for community engagement; for example you can find us in care homes, hospitals and hospices, spreading solace and joy to patients and residents and our musicians provide vital high-level support for talented youngsters.

Our philosophy: The best orchestras create great inspirational concerts and also draw from their communities, by reflecting their cultures, their hopes and dreams. They help their communities find their creative voices; that is what we are about.

Job Title: Production Co-ordinator (LCE)

Reporting To: Production Manager

Type of Post: Permanent Full-time (job share may be considered)

Salary: £21,194.36 per annum

JOB DESCRIPTION

The Production Coordinator is an essential member of the Artistic Planning and Operations Department, line-managed by the Production Manager and working alongside the Head of Community Engagement & Grants, LCE Project Manager, Player Animator and Education Liaison in all matters relating to the remit of the LCE function.

This includes coordination of specific projects and events, rigorous record keeping, processing information for payroll and liaison with musicians and external partners. They will also be required to provide support for the wider Artistic Planning and Operations team. The position will involve weekend and evening work, and travel as required across Northern Ireland.

The Learning and Community Engagement (LCE) programme is a key strategic activity within the organisation. It aims to build on the Orchestra's successful education and outreach activity over the past 30 years while developing new strategic partnerships to enrich the lives of people of all ages from all communities across Northern Ireland.

KEY RESPONSIBILITIES

- Provide operational, logistical and administrative support across the LCE function
- Coordinate specific LCE events and projects as directed by the Head of Community

Engagement and Grants; contribute to all aspects of project delivery including planning, implementing evaluating, record-keeping, collecting & distributing information across the company

- Run multiple projects at a time and complete all relevant paperwork (contract agreements, evaluation, policies, risk assessments)
- Ensure that LCE activity is planned and implemented in accordance with the relevant contract guidelines and policy requirements
- Work cross-departmentally as required to support fundraising and marketing of LCE activity
- Develop and maintain excellent working relationships with external partners, including consultation for specific projects
- Work proactively with the LCE team in the development, implementation and monitoring of the LCE Programme
- Conduct regular site visits and work at activity across Northern Ireland as required and work with participants and audience at 'in person' LCE events
- Ensure that all relevant safeguarding and health and safety requirements are met
- Provide administrative support to LCE Sub-committee meetings
- Work within defined budgets in collaboration with the Head of Community Engagement & Grants, Finance and Fundraising departments
- Assist with the maintenance of the department's administrative systems and processes, including the ongoing development of the orchestral management software system
- Act as an ambassador for the organisation at all times
- Any other duties as may be required.

PERSONNEL SPECIFICATION

Essential Requirements

- Tertiary qualification in music or a related subject OR one year's experience (voluntary or paid) within the community/education sector
- Project and event management experience
- Excellent communication skills, both verbal and written
- Strong interpersonal, communication, organisational and problem-solving skills, and a positive attitude to work
- Work both on own initiative and under direction, being punctual and reliable
- Ability to work to deadlines, managing conflicting priorities
- Ability to work in a small team of people as well as independently
- Proficiency with all Microsoft Office programs

Desirable Requirements

- Experience of working within the arts sector
- Budget management experience

OTHER

If appointed, you will be required to apply for an Enhanced Check through [AccessNI](#), in order to participate in work activities with children and/or adults at risk. If you foresee any potential issues with this, please email HR at: careers@ulsterorchestra.com.

NB. By virtue of the Rehabilitation of Offenders (exceptions) Order (NI) 1979 and because of the nature of the work for which you are applying this post is exempt from the provisions of Article 5 of the Rehabilitation of Offenders (NI) Order 1978. Accordingly, you are not entitled to withhold information about convictions, which would otherwise be considered as 'spent' under the provisions of the 1978 Order. Failure to disclose such information could result in dismissal or disciplinary action in the event of employment.

HOW TO APPLY

Step 1: Application

Complete the UO application form, which is available to download on the careers page, and return to careers@ulsterorchestra.com by the stated closing date. **No applications will be accepted after the stated closing date.**

Step 2: Monitoring Information

To finalise your application, you will be required to complete our Equal Opportunities Monitoring Form. This provides us with important information to support our Diversity & Inclusion strategy. Monitoring forms must be downloaded and emailed FAO the monitoring officer to careers@ulsterorchestra.com

SELECTION PROCESS

Shortlisting

All applications received by the closing date will be shortlisted against the essential criteria. In the event that a large number of applications are received, desirable criteria may also need to be used to shortlist.

Interview

Shortlisted candidates will be invited to attend for interview. We are planning to conduct interviews for this position week-commencing 1st November 2021.

Job Offer

Successful candidates will be given a job offer, which will be subject to a 12-month probationary period and satisfactory background checks. This includes:

- Previous employment references
- Enhanced AccessNI check
- Right to Work

We have a legal responsibility to ensure that all our employees have the legal right to live and work in the UK. If we make an offer of employment, we will need to check that you are eligible to work in the UK before you start work.

Check if you have the right to live and work in the UK

If you are a citizen from the United Kingdom, Switzerland or one of the following European Economic Area (EEA) countries, you currently have the right to work in the UK.

For EEA and Swiss nationals commencing employment from January 2021, you will need to either have successfully applied under the EU Settlement Scheme (EUSS) for settled or pre-settled status or be eligible for a visa under the new UK immigration system. Irish nationals are not required to apply through the EUSS and will continue to have the legal right to work in the UK under the Common Travel Area rights and privileges.

If you don't have the right to work in the UK

If you don't already have the legal right to work in the UK, you are still welcome to apply for a job with the Ulster Orchestra. We strongly recommend that you use the [**Home Office website**](#) to review the legal requirements of working in the UK as this will give you an indication of whether you may be eligible to work in the UK under the Points Based System (PBS) for immigration.

We will assess all job applications using criteria based on the knowledge, skills and experience needed for the post. It is a condition of any offer of employment we make to you that you have, or gain, permission to work in the UK. By law, you will not be able to start working for us until you are able to provide evidence that this permission has been granted.

If you are made an offer with the Ulster Orchestra and you intend to seek permission to work in the UK via a visa, you must first obtain a Certificate of Sponsorship from UO, providing relevant requirements are met.

OUR HISTORY

Chief Conductor **Daniele Rustioni**
Principal Guest Conductor **Jac van Steen**
Conductor Laureate **Rafael Payare**
Artist Laureate **Sir James Galway**

Leader **Tamás Kocsis**
Associate Leader **Ioana Petcu-Colan**

Founded in 1966, the Ulster Orchestra has been at the forefront of musical life in Northern Ireland and the Orchestra's full-time musicians form the region's only professional symphony orchestra.

In 2019, the Ulster Orchestra appointed Daniele Rustioni as its Chief Conductor, a role which commences at the start of the Orchestra's 2019/20 Season. Rustioni joins a distinguished line of past principal conductors including Bryden Thomson, Vernon Handley, Yan Pascal Tortelier, Dimitry Sitkovetsky, Thierry Fischer, Kenneth Montgomery, JoAnn Falletta and, most recently, Rafael Payare.

With a mission to enrich the lives of people living in Northern Ireland, those visiting, and those who encounter it through international touring and regular radio and TV broadcasts with both BBC Northern Ireland and BBC Radio 3, the Orchestra strives for excellence in all it undertakes, be it regular concert performances, learning and community engagement programmes, or creative collaborations across the arts.

The Ulster Orchestra gives around 40 evening and lunchtime concerts each season in its home, the Ulster Hall, and in Belfast Waterfront. The Orchestra performs for the BBC Radio 3 invitational concert series at the Ulster Hall and in front of tens of thousands for the BBC's Proms in the Park celebrations each year.

An important aspect of the Ulster Orchestra's work across Northern Ireland is its annual touring programme of concerts, which brings live orchestral music to the heart of communities across the region. A new initiative for the Orchestra, *Ulster Orchestra On Your Doorstep*, was founded in the 2016/17 Season (the Orchestra's 50th Anniversary Season) and it sees the orchestra play in as diverse a range of venues as possible across Northern Ireland, sending everything from small ensembles and chamber music concerts, right up to the full symphony orchestra, far and wide across the region.

The Orchestra performs with a number of regular partners, including Northern Ireland Opera, Belfast International Arts Festival and Belfast Philharmonic Choir. A new partnership for the Ulster Orchestra was established in 2016 with the club night Lush!, and the ensuing arena event Lush! Classical has been a sell-out event for four consecutive years.

The Ulster Orchestra records regularly for labels such as Hyperion (with Howard Shelley), Naxos (with former Chief Conductor JoAnn Falletta), Chandos, SOMM and Toccata Classics. Through partnering with organisations such as NI Screen, the Orchestra has undertaken various recording activities for film and TV, including the internationally-renowned children's series 'Puffin Rock'.

The Ulster Orchestra's Learning and Community Engagement programme aims to connect the Orchestra with communities and individuals across Northern Ireland and to provide

accessible and innovative opportunities for people to engage as audiences and participants. Since 2016, all the Orchestra's musicians have been working on education and outreach activity, including Relaxed Performances for people with additional needs, residencies in schools and universities, concerts directly in people's communities, mentoring and coaching for players at all stages of their musical journey and the Crescendo project, the Orchestra's community-led residency project for children from disadvantaged areas in North and West Belfast.

Thanks to everyone in the Ulster Orchestra family, we hold a unique place in the hearts of Northern Ireland's people and we share a commitment to maintain and grow that success in the future.

OUR VALUES

We hold our values dear – they are unique and authentic to us as they were co-created through a collaborative process of lively debate and discussion – just how we like to do things here!

We CARE about our colleagues

- We treat each other with dignity and respect
- We encourage, support and value each other
- We are one team and share a collective responsibility
- We build trust through constructive communication
- We are innovative, resilient and resourceful

We COMMIT to being world class

- We are dedicated to the highest level of quality and performance
- We are proud of our collective talents
- We are aspirational, ambitious, creative and progressive
- We are advocates and ambassadors for music and the arts
- We are honoured to be the orchestra of Northern Ireland on the world stage

We ENGAGE with our community

- We reach out to, work with and connect people
- We provide inspirational musical experiences that are accessible to all
- We are proud to be instilled in, relevant to and valued by the community
- We present learning and life enrichment opportunities for people of all ages
- We value this country's rich artistic heritage and the part we continue to play in its future

These values underpin everything we do, and you will see them running through all of our company policies and procedures. Life at Ulster Orchestra is varied, meaningful and enriching - our employees live the values because they are as important to them as they are to our company.

Underpinning our values, we have a comprehensive Dignity at Work policy, which you can download from the Our Values section of our website.

OUR BENEFITS

Working in the arts and creative industries is a wonderful experience, and the UO is in the enviable position of being able to offer the security of a permanent employment to over 80 creatives!

While a salaried role is a benefit in itself, we are pleased to be able to offer more in terms of benefits. We have highlighted just a few of them below.

Family Friendly Policies

We aim to ensure that every employee feels supported and encouraged to have a healthy balance between work and home commitments.

School run, or early morning parkrun? No problem! With rehearsals typically starting at 10am, there's no need for breakfast clubs, and you can even get your daily exercise out of the way before work. Our admin staff can also agree **flexible start/finish times** with their Line Manager, to help with that work-life balance.

We also have a strong **Flexible Working Policy**, whereby employees can request reduced working hours and job share contracts etc.

Our policies for **Maternity, Paternity, Adoption Leave & Shared Parental Leave** are generous and supportive, aimed at helping employees to balance their work and home life commitments, encouraging the retention of talent and experience, increasing well-being and thus reducing absence and stress.

We offer a **Career Break** policy after 3 years of service, to assist with work-life balance, e.g. To take time off for caring responsibilities, to go back to college, to go travelling and/or to accompany a partner on an overseas assignment.

Health & Wellbeing

We have a comprehensive **Wellbeing Policy** through which we aim to help our employees to stay fit and healthy and support them when they are ill.

Our **Health Cash Plan** is immediately available to all new joiners, and provides cash back to cover costs such as dental and optical bills, physiotherapy and consultancy charges. It also provides access to a 24-7 helpline, virtual GPs and an online discount platform.

We have regular scheduled visits from a registered **Physiotherapist**, and all employees have the opportunity to book an appointment if needed. We also run free functional movement classes open to all employees.

We offer a **Cycle to Work** scheme to all employees, enabling you to save at least 25% of the cost of a new bike and spreading the cost over a 12-month period. Not only good for the environment, but also helps you to stay fit and healthy by getting on your bike!

Holidays

Admin staff have the benefit of 5 weeks paid holidays throughout the year in addition to 12 public holidays. We are a company that understands the value of time away from the workplace so we encourage holidays to be embraced!

Induction

Upon joining the UO, all employees have a structured and comprehensive induction, to ensure all new joiners receive a consistent and positive experience and feel welcome, included and supported, from the point of job offer to the end of their probationary period.

Learning and Development

We believe in the importance of continuous learning and development and invest to support the growth and progression of our employees. This might be in the form of individual, confidential one to one coaching or group training sessions covering topics such as Resilience, Communications, Leadership etc. We also encourage personal and professional development through internal secondments and acting up opportunities as well as support towards relevant further academic and skills development programmes.

Loyalty Awards

We are delighted to have low turnover of our people, with the average length of service being 16.5 years. We thank our employees for their loyalty, by providing loyalty awards at various long service milestones.

Pensions

All employees are automatically enrolled into our company pension scheme, and will benefit from our generous employer contributions (currently 6% p.a.). As we comply with government legislation regarding pensions, employees also currently contribute 2% p.a. All employees have access to the Orchestra's pension advisor for advice on their pension requirements.

Financial Support

Ulster Orchestra Society Ltd offers an interest-free loan scheme to support Orchestra players with the costs associated with purchasing and maintaining their instruments. All permanent orchestra players will be eligible to make an application for a loan, upon satisfactory completion of their probationary period. You may apply for a loan to cover all or part of the associated costs. The amount loaned will be capped at £10,000 per employee, within each financial year subject to availability of funds.

LIVING HERE

Talk to anyone who lives here and they'll tell you that Northern Ireland offers a high quality of life. And we'd agree! Small enough to get around easily (you can cross Northern Ireland by car in about 2 hours) but big enough to offer a great way of life and an amazing variety of experiences and activities, there are lots of brilliant reasons to consider living here.

People here are renowned as friendly and welcoming. Recent research conducted by Lloyds Banking Group for its annual Happiness Index in June 2020 placed Northern Ireland as the happiest place to live in the UK, with contentment levels here having increased by 6% on the previous year!

Northern Ireland has three airports (two of which are in the Greater Belfast area) with regular direct flights to the UK and Europe, and it is 2 hours by road or rail from Belfast to Dublin. Public transport is efficient and there is little congestion.

Northern Ireland offers a top-notch environment for living. In line with the rest of the UK, there is reasonable personal taxation, an excellent education system, a world-class healthcare system which is free and accessible to all and affordable properties.

More than 1100 international companies currently operate in Northern Ireland, including major US companies like Microsoft, AllState and Seagate, with IT a major industry sector. These companies have done their own research on living and working here, and it paints a clear picture of the benefits. Belfast is one of the most cost-effective cities in Western Europe to live in and TechNation research reports that Belfast is the best place to come to work as a software developer. The city ranked 2nd in the UK (behind London) and 9th overall in the Top 25 Tech Cities of the Future 2020/21, according to Global Outlook Tech Cities of the Future.

Property prices in Northern Ireland remain well below those in other UK locations and in the Republic of Ireland - around 75% lower than they are in London and 60% lower than Dublin. The majority of people living in Belfast and the surrounding area prefer to buy property rather than rent, and prices mean this is well within reach. Northern Ireland has reported the second-lowest crime rate in the UK for 2020 out of 43 nationwide police forces. As the top region with the lowest overall crime rate is the City of London (classed as a commercial area), this means Northern Ireland has the lowest residential crime rate in the UK.

For anyone thinking of relocating with a family, you'll be pleased to know that Northern Ireland is the top region in the UK for educational attainment, consistently coming out top at GCSE and A-Level exam level (the latter is equivalent to the US High School Diploma, the Republic of Ireland's Leaving Certificate and Scotland's Higher exams) and in 2019, 84.8% of Northern Ireland students achieved the three top grades at A-Level, compared to 75.8% in the rest of the UK.

Northern Ireland is developing as a progressive society, becoming ever-more multi-cultural and diverse. There are many organisations and networks whose remit is to support people from particular cultural backgrounds and minority groups – we can direct you to the relevant people if this would help you to settle in to life here.

If you're wondering about your leisure time, there is plenty to fill in your out-of-work hours! Northern Ireland's scenery is spectacular and between mountains and dramatic coastlines, you're spoilt for choice when it comes to locations for outdoor activities from hiking to watersports such as paddle-boarding and fishing - or even just a spectacular drive along the

Antrim Coast! The food and restaurant scene is of international quality and - besides Ulster Orchestra concerts! - there are so many arts and cultural events and festivals, from pub backroom traditional sessions to international touring stars, you're bound to find something to appeal to your tastes.

For more information about the life and work of the Ulster Orchestra, visit <http://www.ulsterorchestra.org.uk>

