

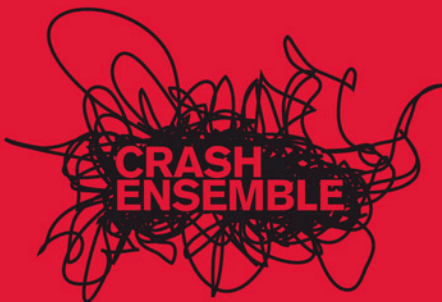


Crash Ensemble

Ensemble

Manager

Job Description



Comhairle Cathrach
Bhaile Átha Cliath
Dublin City Council

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JOB DESCRIPTION:

Crash Ensemble is now seeking to appoint a new Ensemble Manager to join its team. Do you love logistics and event production and have a passion for music and the arts? This could be the role for you!

Crash Ensemble is Ireland's leading new music ensemble, a group of world class musicians who play the most adventurous, ground-breaking music of today. The Ensemble Manager plays a key role in the planning, advancing and implementation of Crash's vibrant programme of activities. You will be part of a small, dedicated team who love what we do and the music that we bring to our audiences.

This is a part-time role (24 hours per week*).

Key Relationships

Reporting to: CEO

Key Internal Relationships: Artistic Director, CEO, Production Manager, Marketing Lead, Crash Musicians, Community Manager, other Crash creatives and production team including Crash's Filmmaker in Residence, composers and composers.

Key External Relationships: National Concert Hall, partner venues/festivals/events, music/instrument suppliers, music publishers, music and arts organisations.

Role and Responsibilities

Ensemble Management

Organise the logistics related to Crash rehearsals, recordings, performances and events:

Advance

- Prepare schedules for all Crash activities;
- Book musicians for Crash activities;
- Issue musician contracts in a timely manner;
- Organise rehearsal/recording space hire;
- Organise accommodation and travel arrangements for musicians and personnel as needed;
- Organise music and performance rights;
- Organise all required instrumentation, including percussion hire;
- Review scores once received, and note any additional requirements;
- Advance liaison with composers, artistic personnel and production staff around technical realisation of each piece;
- Liaise with the Production Manager to ensure adequate equipment and technical expertise is in place if required;
- Liaise with musicians regarding all logistics and ensure that they have information, including music required in a timely manner;
- Liaise with venues around access arrangements, load-in/out, hospitality and other requirements as required;
- Manage budgets as signed off by CEO.

Crash Activities/Events

- Attend and run Crash events: rehearsal sessions (including set up and take down), performances and recording sessions;
- Prepare spaces based on stage plan, production needs and player considerations;
- Assist in the production set-up, take-down and execution;
- Provide support to Production Manager;
- Ensure technical elements including basic PA set up (if required) for rehearsals is in place;
- Assist musicians with technical elements;
- Act as Stage Manager and other roles as required for Crash Ensemble performances;
- Ensure compliance with venue regulations and Crash's Safety Policies & Procedures;
- Clear the stage post show, remove all Crash equipment, ensure the safe transport and return of all equipment to Crash storage and other parties.

Company Operations

Provide administrative support to the CEO as required, including but not limited to:

- Prepare paperwork for fee payments;
- Work with the CEO processing invoice payments;
- Manage Crash's equipment inventory and external hires;
- Manage Crash's music library;
- Maintain the Crash office and Store Room;
- Contribute to the development of the organisation strategically and administratively.

Person Specification and Skills

This role will suit an individual who is enthusiastic about contemporary music and contemporary performing arts. Your effectiveness in the role will rely on being a creative thinker and problem solver who is calm under pressure. We wish to appoint an individual with excellent communication and people management skills. The role will require a level of flexibility due to the nature of the event programme and the nature of the work. The ability to work independently as well as part of a team is a key component of the role.

Desirable Skills & Attributes:

- Excellent interpersonal and communication skills;
- Excellent people management skills with an understanding of musicians & artists and their needs;
- Musical literacy;
- Full clean driving licence with access to a car;
- Excellent administration skills and an aptitude for project management;
- Reliable, proactive and highly organised with an ability to multitask;
- Deadline-oriented with strong attention to detail and an ability to manage a complex workload with several projects running concurrently;
- Proficient computer skills including experience in using Google Drive and Google applications; project management software (Monday) and Slack or similar programmes;
- Flexibility;
- A qualification in a relevant area related to the role.

Advantageous

- Knowledge of music notation software;
- Basic technical knowledge (eg PA set up).

Crash Ensemble is an equal opportunities employer and welcomes applications from all sections of the community. We are committed to equal employment opportunities regardless of age, ethnic origin, sexual orientation, neurodiversity, gender, religion, nationality, disability, medical history or personal circumstances. We base all our employment decisions on merit and suitability.

Crash Ensemble is strategically funded by the Arts Council / An Chomhairle Ealaíon, revenue funded by Dublin City Council with international touring supported by Culture Ireland. Crash is ensemble in residence at the National Concert Hall in Dublin and at Kilkenny Arts Festival.

** hours may vary depending on the work programme and additional hours will be required to accommodate the artistic schedule. A time-in lieu system is operational.*

