

General Manager

Responsibility: The General Manager will take overall responsibility for the day-to-day running of the orchestra and will work with the Board and Music Director on the strategic and artistic direction of the organisation.

Reporting to: The General Manager will report directly to the Board of Trustees and is expected to work closely with the Chair.

Team: The General Manager will be responsible for coordinating the work of a small team of contracted part-time staff (Fundraiser, Event Coordinator, Stage Manager) and volunteers.

The following duties are indicative of the responsibilities of the General Manager. Some of these duties will be delegated to volunteers or contractors.

Artistic Management

- Coordinate the development of the annual programme in consultation with the Board and Music Director
- Develop projects in consultation with the Music Director and the Board
- Negotiate and prepare contracts with soloists and guest conductors.
- Negotiate contracts/MOUs with collaborating groups.
- Work with the player fixer to contract orchestral musicians.
- Prepare list of player payments for bookkeeper.
- Organise annual auditions.
- Oversee concert administration, e.g. player communications, transport, accommodation, run sheets, soloist itineraries, percussion equipment, venue liaison et.

Financial & operational management

- Prepare the annual budget in collaboration with the Board.
- Work closely with the Fundraiser to prepare and monitor the annual funding plan.
- Monitor expenditure against the annual budget/project budgets.
- Work with the bookkeeper to ensure accounts payable and receivable are processed in a timely manner and accurate information is available to the Board when necessary.
- Negotiate contracts with venues and ticketing companies.

Marketing

- Create marketing strategy and annual marketing plan.
- Liaise with the designer to produce promotional materials, programmes, and brochures.
- Organise printing and distribution of promotional material.
- Manage website and social media content and advertising.
- Maintain "Friends of Opus" database and manage the production and distribution of regular newsletters.
- Prepare complimentary ticket list and oversee front of house for concerts.

- Manage partnerships with media outlets, press and other promotional partners.

Education and Community Engagement

- Plan the education and community engagement program in collaboration with the Board and the Music Director, ensuring alignment with Opus Orchestra's mission and objectives.
- Engage with community groups to identify opportunities for partnerships and events to enhance the orchestra's presence and impact within the community.
- Collaborate with the Music Director and Education lead to design and execute programs tailored for community engagement initiatives.
- Coordinate with the Music Director to organise educational workshops as part of the Opus Pathways programme.