



NOTTINGHAM  
YOUTH  
ORCHESTRA



**Nottingham Youth Orchestra  
is looking for a  
GENERAL MANAGER**

**Location** | Remote/Nottingham

**Contract Type** | Permanent

**Hours** | Part time – 2.5 or 3 days per week. This role will require regular attendance at rehearsals in Nottingham and attendance at all NYO events. There will also be a requirement to attend regular team meetings

**Reporting to** | Board

**Direct Reports** | Administrator, Events Administrator, Treasurer, Rehearsal Supervisor, Tour Manager, Conductors, Tutors

**Key relationships** | Chair of Trustees, External Suppliers

**Nottingham Youth Orchestra** (NYO) has been enriching Nottinghamshire's musical life and inspiring young people since it was founded in 1985 by Derek Williams and Stephen Fairlie. As an established, independent organisation and registered charity, NYO encourages young musicians to play to the best of their ability whilst offering opportunities to perform to high standards within a friendly, nurturing environment. The organisation is made up of three orchestras (Training, Intermediate and senior NYO) alongside the Nottingham Youth Jazz Orchestra.

# JOB DESCRIPTION & PERSON SPECIFICATION



## MAIN PURPOSE OF THE ROLE

This is a crucial moment for NYO and the organisation seeks an experienced and dynamic General Manager to guide the organisation through the final 40th anniversary celebrations and into the next stage of development. This newly created role brings together the day to day management of the organisation with longer term planning and strategic development. The post holder acts as a crucial link between staff, parents and students and, together with the Board, will ensure that NYO remains operationally and financially stable.

## STANDARD HOURS & WORKING PATTERN

This is a part time role – 2.5 days per week. (0.5 FTE) and can be worked across the week to suit the post-holder. Attendance will be expected at all concerts and key events as well as at regular team meetings (some of which may be online).

## SPECIFIC DUTIES & RESPONSIBILITIES

### Artistic Planning & Delivery

- Lead the artistic direction of NYO in consultation with the Conductors, Administrators and the NYO Board of Trustees, looking ahead to beyond NYO's 40th Anniversary year (2025-26). To have experience in the areas of music performance and youth music.
- Nurture a culture of excellence throughout the organisation and ensure that the quality of music making and interaction is inspirational for NYO members, staff and audiences.
- Inspire and excite students in their music making and acknowledge their achievements in both rehearsal and performance.
- Build a sense of NYO community across the orchestras both classical and jazz.
- Support the NYO conductor in finding guest conductors and soloists for the senior NYO Orchestra.

## **DUTIES & RESPONSIBILITIES continued**

### **Strategy & Planning**

- Develop a vision for the future direction of NYO.
- Promote NYO's achievements to a wider audience whether the educational sector, local community or potential business and individual sponsors.
- Work with the Tour Manager to ensure all is in hand for NYO's summer tour.

### **Fundraising**

- Work with the Board and freelance bid writers to develop a new fundraising strategy for NYO including approaches to Trusts, Foundations and individuals.
- Identify new funding sources for NYO.

### **People Management**

- Ensure that contracts for all staff are up-to-date and signed on an annual basis.
- Visit Thursday evening rehearsals at least once a term and liaise regularly with the Rehearsal Supervisor about any tutor or conductor issues.
- Along with the Administrator, keep an overview of tutor attendance and the use of deps at rehearsals.
- Act as direct line manager to the Administrator, Events Administrator, Rehearsal Supervisor, Tour Manager and Tutors. Respond promptly to urgent issues referred from these staff.
- Act as chair at tutor meetings and parent helper committee meetings.
- Liaise with the Administrator in drawing up agendas for these meetings.

### **Marketing & Student Recruitment**

- Working with the wider team, ensure that NYO's public image is consistent and accurately reflects the work of the organisation.
- Develop and implement a new marketing plan for NYO.
- Ensure that all ensembles are equally promoted across NYO's online presence.

### **Student Management**

- Maintain an overview of the promotion process between orchestras starting in the Spring Term. Work with conductors and tutors to ensure that player assessments are delivered to the Administrator on time and that promotions to NYO and NYiO are agreed by the beginning of the Summer half-term.
- Liaise with NYO's Administrator in handling parents' feedback.
- Liaise with the Administrator in awarding annual student bursaries.

### **Financial Management**

- Oversee and manage the NYO budget alongside NYO's Administrator and Treasurer.
- Approve regular payments set up by the Treasurer.

### **Governance**

- Together with the Chair of Trustees, oversee, keep abreast of, and in some cases produce NYO policy documents on: Child Safeguarding, Health & Welfare (incl. Hearing), GDPR, Equal Opportunities, Student Behaviour, Parent Helper Guidelines. Monitor education topics at government level and suggest changes needed to documents to ensure they remain current. Share and seek advice/approval about policy documents from NYO Board members.
- Work with the Administrator to set and circulate regular Board meeting dates.
- Attend quarterly Board meetings to report to Trustees.
- Keep the Chair informed of any urgent issues arising between Board meetings.

## SKILLS & EXPERIENCE

### *Essential*

- Exceptional people management skills
- Excellent communicator with a friendly, professional and diplomatic manner
- Experience of working with children and young people
- Proven ability to deliver work consistently and efficiently under pressure whilst balancing conflicting priorities
- Excellent attention to detail
- Experience of building and maintaining strong working relationships with a variety of stakeholders
- Passionate about the arts, music education and youth music making
- Effective skills in steering meetings so that they remain focused. Ability to manage both time and personalities whilst promoting appropriate discussion and effective outcomes

### *Desirable*

- Experience in Fundraising & Development
- Experience of working with freelance musicians
- Experience in safeguarding and promoting the welfare of children
- Connection to the Nottinghamshire educational music scene and community

## BENEFITS

- £30k-£35k FTE (pro rata) dependent on skills and experience
- 20 days per annum (pro rata) plus public and bank holiday

## Application Process

We encourage candidates from all backgrounds and professional experiences to apply for the role, even if they might not fit all of the experiences above. We are interested in candidates who demonstrate entrepreneurial drive, people management skills and proven ability to learn new skills, combined with an excitement for the orchestra and its relationship within the local community.

**To apply for the role**, please send your CV along with a covering letter to: [NYOrecruitment@gmail.com](mailto:NYOrecruitment@gmail.com) by the **deadline of 31<sup>st</sup> July 2026**.

Please include details of two referees and whether or not you would be happy for us to contact them prior to interview.

**PLEASE NOTE**  
*this Job Description is intended to be a list of key tasks and responsibilities. It is not exhaustive and remains subject to change.*

