

**Business Innovation Manager Information 2024**

**Orchestras Live is seeking a Business Innovation Manager to implement our business innovation strategy, building and managing a sales pipeline with products and services that will generate new sources of income.**

**Purpose of the role**

You will lead on implementing the delivery phase of a new business innovation strategy. As Business Innovation Manager, your key focus will be to grow earned income through securing clients for paid products and services that stem from Orchestras Live’s expertise, reinforcing our brand, impact and values.

This is a new role within the organisation, reflecting our ambition to develop a dynamic approach to grow earned income, extending the benefits of our expertise through a new client base with scope to create new, innovative products over time. It’s an exciting opportunity to make a big impact within our friendly team and on the organisation itself.

You will be responsible for project management, driving the sales pipeline, writing scopes of work, pricing strategy, horizon scanning to identify/respond to new opportunities and develop new products and services, and monitoring and evaluating delivery and return from individual services. You will work closely with our Communications Team to drive visibility of Orchestras Live’s expertise and consultancy offer through new products and services.

This is a part-time role (40% FTE) for an initial fixed term of one year, renewable on performance against agreed targets with a prospect for profit share after 12 months.

**Background to the role**

Orchestras Live believes orchestras are for everyone. We are a national producer and create projects where music and creativity can thrive. We work to ensure communities across England have access to world-class orchestral experiences.

For nearly 60 years we have worked with artistic and community partners on innovative and developmental approaches to issues such as co-creation, place-making, community cohesion, orchestral programming and presentation, digital production, diversity and inclusion and cultural regeneration in historically under-invested areas. Through our achievements we have built a reputation as a leader for the sector.

We receive funding from Arts Council England as a National Portfolio Organisation. Our other principal funding sources are co-investment from local partners (local authorities, music education hubs, community organisations) and grants from private trusts and foundations.

Orchestras Live’s Business Plan Income Generation Strategy aims to diversify income across three key pillars: Funding Development, Partnership Investment and Business Innovation.

The aim of the new Business Innovation strand is to capitalise on our expertise to contribute financially to Orchestras Live, enabling us to achieve greater impact and increase our resilience. We have identified and shortlisted an initial suite of products and services which apply our specialist knowledge to directly address current needs, challenges and opportunities in the orchestral sector and potentially beyond. Through stakeholder discussions and market testing we are confident that these provide robust building blocks for the implementation of our strategy.

**What you will do**

The Business Innovation Manager will report to the Chief Executive, and liaise with the Head of Development, General Manager, our Communications team and Producer team.

The work will consist of five core elements:

**Business Development**

* Developing and driving a new sales pipeline, securing commissions of Orchestras Live consultancy services and products by identifying, building relationships and negotiating with new clients.
* Analysing the sales pipeline metrics to identify areas for improvement, increase management effectiveness and maxmise return.

**Business Innovation**

* Identifying new products and services in consultation with key staff and external stakeholders.
* Looking beyond Orchestras Live traditional partner base to capitalise on our unique approach to creative engagement.

**Project Management**

* Overseeing scheduling, design, delivery, budgeting and administration of products and services.
* Writing scopes of work: milestones, reports, deliverables, end products and timeline for all deliverables.
* Providing the central coordination point for personnel involved, whether Orchestras Live existing staff or freelance specialists.
* Evaluation of individual services delivered.

**Finance**

* Establishing the pricing strategy.
* Establishing new systems for the financial model, budgeting and monitoring systems.
* Liaising with Orchestras Live external accountants.
* Evaluating performance against forecast.
* Reporting to the Chief Executive and Board.

**Communications**

* Developing templates for Orchestras Live consultancy ‘packages’.
* Supporting the external communications for business innovation within the Orchestras Live brand, working alongside Orchestras Live Communications: Brand and Content Officer.
* Advocacy for and representation of Orchestras Live to external stakeholders.

**Who we are looking for**

To fulfil this role, you will need to have:

**EXPERIENCE, KNOWLEDGE AND SKILLS**

**Essential**

* Track record of strategic business development delivery.
* Experience of developing and managing innovation and business growth projects.
* Track record in sales and in building a network and pipeline of new clients.
* Experience of driving brand awareness for new business.
* Experience of managing data, using CRM and online systems for monitoring, evaluation and reporting.
* Experience of working in the creative and cultural industries.
* Excellent interpersonal, written and verbal communication skills with the ability to write and communicate confidently, effectively and persuasively with a wide range of people and organisations.

**Beneficial**

* Knowledge of monetisation of digital artistic product.
* An understanding of and commitment to the role of cultural activity in achieving positive social impact.
* Broad knowledge of the infrastructure of the UK cultural and public/charitable sectors.
* Knowledge of financial support structure for arts and culture.
* Capacity to identify and respond to competitive tender opportunities.

**PERSONAL QUALITIES**

**Essential**

* Entrepreneurial, alive to innovation and new ideas.
* Results oriented.
* Financial acumen.
* A good networker, able to build and maintain trust with a range of stakeholders.
* Analytical mindset.
* Resilient, able to work through setbacks.
* A collaborative approach that supports team working and welcomes feedback.
* Alignment with Orchestras Live’s Values: Creative, Inclusive, Collaborative, Forward-looking, Environmentally responsible.

**Beneficial**

* Broad interest in and commitment to the work of Orchestras Live and the impact of live music and participatory performance projects.

We welcome applications from people of all backgrounds, age groups and cultures. We have made specific commitments to embed equity of access and opportunity across our delivery programme and organisational structure. To help us deliver these, we are keen to hear from Global Majority, D/deaf and disabled candidates to support better representation on our Board and in leadership positions in our sector.

Candidates who self-identify as belonging to one or more of these groups and can demonstrate experience in the essential areas listed above will be guaranteed an online interview at the first stage.

**Terms and Conditions**

This is a part-time role for an initial fixed term of one year, renewable on performance against agreed targets

The position is 40% full-time equivalent (14 working hours per week excluding breaks).

Orchestras Live pays Real Living Wage rates as recommended by the Living Wage Foundation. The salary will be a minimum of £16,000 per annum (40% of a full-time equivalent salary of £40,000) with a prospect for profit share after 12 months.

Confirmation of the initial 12 month position is subject to a 3-month probationary period.

The successful post holder will report to the Chief Executive on results measured against clear Business Plan and financial targets, to be mutually agreed within the first month in post.

Flexible working options are available: home-based, office (we have office space for hot-desking in London and Leeds) or hybrid. We will agree with the post-holder attendance at a minimum number of Team meetings either in Leeds or London.

Expenses for necessary travel will be reimbursed on receipt of monthly claims and receipts.

The annual leave will be 25 days plus Bank Holidays/Extra Statutory Days, pro rata.

After 1 month’s service, notice can be served by either party, giving two month’s written notice of intent.

Applicants must already have the right to work in the UK.

**How to apply**

Please email your CV (no more than 2 pages) and a covering letter (no more than 2 pages), or 5 minute video if you prefer, explaining why the role appeals to you and what you could bring to Orchestras Live. Please describe how you demonstrate your suitability in relation to the *essential* experience, knowledge and skills areas outlined in the section on ‘Who we are looking for’. In addition, please let us know if you are able to bring experience, skills or knowledge in one or more of the *beneficial* areas listed.

Please address your letter or video to our Chief Executive, Sarah Derbyshire, and email it to private@orchestraslive.org.uk.   Please use the subject line ‘BUSINESS INNOVATION MANAGER APPLICATION’ when sending your application

Applicants who wish to disclose protected characteristics are asked to make Orchestras Live aware of this in their cover email.

If you have any access needs or other practical questions you would like to discuss before applying, please email nancy@orchestraslive.org.uk or phone us on 0300 030 1160.

**The closing date for applications is** **Wednesday 15 May 2024 at 9am.**

First round interviews will take place online on either 5 or 6 June. Second interviews, in person, will take place during week commencing 17 June.

On receipt of their application, applicants will be sent a link to complete a survey requesting personally sensitive data, enabling Orchestras Live to track the demographics of those who apply. Completion of this survey is entirely voluntary, and all data is anonymised. Provision of this information is not part of the recruitment process. Applicants who wish to disclose protected characteristics are asked to make Orchestras Live aware of this in a separate communication, sent to private@orchestraslive.org.uk.

If you have any access needs or other practical questions you would like to discuss before applying, please email nancy@orchestraslive.org.uk or phone us on 0300 030 1160.

**Our Commitment to Diversity & Inclusion**

We welcome applications from people of all backgrounds, age groups and cultures. We are keen to hear from Black, Asian, and ethnically diverse, D/deaf and disabled candidates as they are currently under-represented in our staff and freelance team. We offer access support for people who face barriers to inclusion, meeting in accessible venues, being flexible in scheduling meetings at different times of day and covering travel expenses as outlined in our Inclusion Statement:

We are committed to increasing diversity and inclusion within Orchestras Live and the wider orchestral sector. This means reflecting critically on issues of diversity and inclusion within all that we do, identifying and taking appropriate action to reduce inequality and improve equity of opportunity. For all roles, whether voluntary or paid, we welcome applications from anyone regardless of disability, ethnicity, heritage, gender, sexuality, religion or socio-economic background. We are committed to inclusive working practices and during the application process we commit to:

* Paying for your travel costs for interviews if they are held in person
* Paying for childcare while you’re attending an interview
* Making and paying for any reasonable adjustments to meet your needs and ensure equity during the application and interview process
* Providing all relevant information online and in Word document format, readily available to download from our website

If there is anything you’re concerned about or think we could provide, please email nancy@orchestraslive.org.uk or phone us on 0300 030 1160 and we will do our best to help.

**About us**

Orchestras Live believes orchestras are for everyone. We are a national charity and create projects where music and creativity can thrive. We work to ensure communities across the country have access to orchestral experiences. Our passion, that people from all backgrounds, areas and ages should have the opportunity to participate in and be inspired by the highest quality orchestral provision, drives everything we do. We work in places which have suffered under-investment for many years, including rural and coastal areas. Our projects can take place in a wide range of community settings including schools, care homes, arts venues, village/community halls, libraries, outdoors and online. Our programme of activity involves work in the areas of community development, health and wellbeing, children and young people and workforce development, ensuring everyone has access to, and can enjoy the benefits of, live orchestral music, regardless of their background. We are proud of the steps we have taken with our partners, but we know that there is much still to be done to engage new audiences, break down social, economic and demographic barriers to access and support the development of an orchestral profession that reflects the diversity of today’s society.

We are a small team of 14 employees based across England, who work flexibly. We are creative and entrepreneurial in our approach to our work and supported by a Board of 12 trustees. Most team members work in a hybrid way, combining working from home with days in the office. Our head office is in Leeds, and we have a smaller office in Central London. We have monthly in-person team days in both locations, which provide opportunities to collaborate and connect.