

# ORCHESTRA & CONCERT MANAGERS MEETING

WEDNESDAY 29 MARCH 2006, 10.30am – 3.30pm  
CADOGAN HALL



Chaired by Naomi Faulkner, Concerts Director, Britten Sinfonia

## R E P O R T

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Naomi Faulkner, *Concerts Director, Britten Sinfonia* welcomed members to Cadogan Hall.

### ABO Conference – 27<sup>th</sup>/28<sup>th</sup> January 2006 – The Sage Gateshead

Joanna Morrison Mayo, *Projects Manager, Association of British Orchestras* reviewed the 2006 conference, highlighting the format change and letting attendees know that feedback was available on the conference section of the ABO website. Elaine Baines Robins, *General Manager, City of London Sinfonia*, spoke to endorse the helpfulness and practicality of the healthy orchestra workshops, particularly for Concert & Orchestra Managers.

Joanna then spoke about the 2007 conference, to be held in Manchester. She explained that it was likely to include some 'conference within a conference' ideas. She explained that the pricing structure for the conference was currently under review.

### Listen Up! 2006

Joanna Morrison Mayo explained that the 2006 festival had been extended from late September to early November because of some interesting concerts that fell within this period. She pointed members to the BBC Listen Up! website as a source of information. She explained that the 'Musicians on Call' initiative would be repeated and that Russell Jones would be shortly sending out further information to members regarding this.

### ABO Learning

Joanna Morrison Mayo informed attendees of the Management Academy that the ABO were planning to pilot starting in September 2006. This was aimed at senior and department level managers and was to fill a gap in management training that was not currently available in the sector and had been requested by members. The format would be 6 residential 24-hour workshops, each focussing on a different aspect of management. The attendance would be restricted to 12 participants. Corporate sponsorship had been obtained for part of the academy from haymacintyre, but there would also be a charge for participants.

Joanna explained that an email would be going out to all chief executives later in the week asking for an expression of interest and inviting to the launch which was to be in May.

Joanna highlighted the ABO Skill Share scheme reminding attendees that the forms for application were available from the ABO website.

Alison Ottaway, *Membership Services Manager, Association of British Orchestras* also highlighted the forthcoming season of Brass Tacks courses – covering marketing, fundraising, press and public relations and finance.

Elaine Baines Robins suggested that a contact list for Concert and Orchestra Managers, to include direct

lines, be created and circulated to aid communication within the group.

Naomi Faulkner asked about the subject for the next First Brief session. Joanna Morrison Mayo explained that there were plans for this to be an update on discrimination.

Elaine Baines Robins suggested the area of health and safety, particularly risk assessment was something that was a huge worry for Concert and Orchestra Managers and that some sort of practical session on it would be very helpful. Alison Ottaway suggested that this could be a topic for the next meeting in September. It was suggested that David Wilson at the London Mozart Players was very knowledgeable on the subject. Helen Burridge, *Concerts Administrator, BBC Proms*, explained that the BBC did a lot in the area of risk assessment and that she could bring along some paperwork and that Suzanna Everton, the Health and Safety Advisor at the BBC would be useful. Elaine Baines Robins suggested that Pauline Dalby from the Musicians Union and requested that the session be opened up to Education Managers.

### **Healthy Orchestra**

Joanna Morrison Mayo informed to the group of the forthcoming Healthy Orchestra workshops, which would be practical advice sessions. These were to be April 19<sup>th</sup>, May 17<sup>th</sup> and June 14<sup>th</sup> 2006. She explained that an email had gone out about these workshops the day previous, that they were free and available to members on a first-come-first-served basis.

### **Travel/Hotels**

Naomi Faulkner invited attendees to share information on their recent experiences.

Elaine Baines Robins said that she had had a recent problem with an airline not allowing 2 basses on the same flight. Naomi Faulkner raised an issue with Easyjet which led to a discussion on group booking experience with Easyjet and other airlines.

Helen Burridge suggested that agents were often quite helpful in this area.

Steve Thomas, *Projects Manager, Orchestra of the Age of Enlightenment*, asked the group about export licenses, as he had experienced an issue at Heathrow where players had been asked to show documentation for their instrument. He went on to tell the group about the 'DCMS export licenses' he had procured – he telephoned the DCMS, obtained the one page form, filled it in and sent it (along with a photograph of the instrument) back to the DCMS for approval.

Information from Steve received since the meeting, including links as follows:

*The latest advice from the DCMS is that licences are required for instruments worth more than £30,400.*

*Link: <http://www.culture.gov.uk/NR/rdonlyres/685CFF94-1E90-4754-9E38-72BEE25F587810/OpenExportLicenceApplicationForm.pdf>*

*They advise that people with less expensive instruments should carry their insurance documents as proof of [lack of] worth and ownership, should any customs official start asking questions. We don't think people should draw attention to the documentation they're carrying, but it's useful if stopped and challenged.*

The group then discussed carnets. Helen Burridge then suggested that Zoe at the Philharmonia had a lot of experience in this area and was a good contact.

Helen Burridge asked the group about their experiences of booking hotels, and in particular whether they used brokers. She explained that the BBC were using Virtuoso and had had very good experiences with them. Joanna Morrison Mayo also highlighted the ability to use tourist boards and their attached charities (i.e. Marketing Manchester).

Elaine Baines Robins highlighted the fact that purchasing 2 single train fares was often cheaper than buying a return. Steve Thomas explained the Virgin Trains 'charity line' to the group, which after registration, enabled you to purchase peak time train tickets at off peak prices. To take advantage of this you had to give everyone a letter to say that they were travelling on charity business. The telephone number for Virgin Charity Line is 0845 30 50 350. Further info: <http://www.nationalrail.co.uk/promotions/e0d47a6bc35ce741019b6b75f6258ae9.html>

### **Specialist instrumental fees**

Kate Green, *Orchestra Manager, Manchester Camerata*, asked about specialist fees and it was suggested that a list of shared information about specialist instrumentation fees be created at the next meeting.

### **ABO/MU agreement**

Joanna Morrison Mayo explained that Russell Jones was at that moment in talks with the Musicians Union about the contract and that any information would be released to members by Russell once it became available.

### **Noise**

Elaine Baines expressed concern over the implementation of noise regulations for chamber orchestras/freelance musicians. Alison Ottaway explained that Alison Wright Reid would be attending the Chamber Orchestras meeting, which would be a good forum to discuss.

Benjamin Noakes, *Orchestra Manager, City of Birmingham Symphony Orchestra* explained that the CBSO has got enough earplugs to be able to offer to musicians free of charge.

### **OPAS**

Naomi Faulkner explained to the group that herself and Graham Wood, *Concerts & Recordings & Glyndebourne Manager, London Philharmonic Orchestra* had been seconded onto an OPAS working group to discuss sharing generic reports within the sector and the development of a costings module. Anyone with input should feed into herself or Graham.

Date of next meeting: Wednesday 19<sup>th</sup> September 2006