



London Youth Choir

Choirs Manager



Further Particulars

LONDON YOUTH CHOIR

Unlocking young people's potential through the power of choral singing

London Youth Choir seeks to be a truly representative youth arts organisation, enriching the cultural life of London through the pursuit of musical excellence and social change. LYC provides children and young people living or educated across London with high-calibre singing tuition and performance opportunities. These opportunities are designed to educate and inspire, build confidence, and develop skills in teamwork and leadership; all whilst championing inclusivity and understanding.

OUR CHOIRS

Five choirs for young people aged 7-22 rehearse weekly on Monday evenings during term time. Rehearsals are held at the City of London School, and membership is via audition. All LYC membership fees are subsidised, and an extensive bursary scheme is available to help cover the residual costs of fees and travel for those who wouldn't otherwise be able to attend.

The choirs are split according to age and experience levels:

- ***Boys' Choir (unbroken voices, school years 3 – 6)***
- ***Girls' Choir (school years 3 - 6)***
- ***Training Choir (mixed voices, school years 7 – 11)***
- ***Senior Choir (mixed voices, school year 11 - age 21)***
- ***Chamber Choir (20-member choir, mixed voices, age 16+)***

Alongside technical and musicianship training and social activities, members benefit from high-level and varied performance opportunities including soundtrack recordings, television appearances and performances in iconic venues. Most importantly, these encounters help form the foundation of a lifelong passion for music and the Arts.

ASPIRE

The Aspire programme works collaboratively with schools, music hubs and cultural organisations to provide bespoke singing experiences within schools in areas identified to have limited cultural opportunity or music provision. As part of the programme, LYC provides any young person wishing to pursue their enthusiasm for singing, outside of the class sessions, a Junior Apprenticeship in one of our junior choirs. As part of the Apprenticeship we offer fully funded bursaries and support with all travel costs to and from rehearsals and concerts. We also provide free tickets to LYC events for parents or carers of those young people.

In addition to workshops in schools, the Aspire programme hosts specialist CPD sessions for teachers and music leaders wishing to develop skills in KS2 and KS3 choral leadership.

JOB DESCRIPTION

Job Title:	Choirs Manager
Reports to:	Executive Director & Artistic Director
Responsible for:	Librarian, Assistant Administrator & Assistant Leaders
Status:	4 days (32 hours) per week
Salary:	Up to £30,000 pro rata, depending on experience

London Youth Choir seeks a gifted and committed Choirs Manager to join our team in July 2018. The Choirs Manager will be responsible for the administration of our 200+ members, including the coordination of auditions, rehearsals, concerts, recordings and other special events. Reporting to the Executive Director and Artistic Director, the Choirs Manager will occupy a central role in our vibrant organisation managing the core operations and logistics of our five choirs. We are looking for an experienced administrator who is dedicated, motivated, and has excellent skills in communication and organisational management.

MAIN DUTIES & RESPONSIBILITIES

Concert & Events

- Maintain regular communications with the Executive Director and Artistic Director regarding the forward planning of all choir's activities.
- Arrange meetings with the Artistic Director and Head of Safeguarding & Wellbeing to discuss events, together with other members of the LYC administration and music staff, where appropriate.
- Collate repertoire lists in collaboration with the music team.
- Liaise with the LYC librarian to source music.
- Book venues, coordinate performance schedules and implement ticketing arrangements, as required.
- Book soloists, instrumentalists and source additional musical/technical equipment, as required.
- In liaison with the Head of Safeguarding and Wellbeing, apply for child performance licences, as required.
- Manage the LYC staff team and supervise stage management.
- Coordinate the transportation for all things required for events, including banners, programmes, floats, music, lanyards and schedules.

Rehearsals

- Manage all rehearsals.
- Liaise with the music team to advise of latecomers and non-attendance.
- Coordinate rehearsal registration and be on hand to deal with parent queries and assist with any safeguarding issues, as required.
- Give appropriate announcements at the end of each rehearsal.

Auditions

- Collate the auditions schedule, booking necessary staff and liaising with the auditions venue, ensuring all practical requirements are in place.
- Maintain the auditions application form and update where necessary.
- Send out auditions results and information for new members.
- Promote auditions throughout the year in liaison with the Programme Manager.

Membership

- Communicate regularly with all members, parents, carers and families, sending out information relating to the running of the choirs.
- Deal with communications relating to attendance, enforcing attendance rules and processing people leaving the choirs.
- Monitor membership fee payments.
- Maintain the membership database, updating all choir data and statistics including diversity and education data, medical information, photo permissions and photo sheets.
- Update the mailing lists for all choirs and LYC alumni.
- Ensure all data conforms to data protection rules.
- Coordinate member feedback surveys and evaluate membership targets.
- Coordinate complimentary tickets for the families of bursary holders.

Staffing

- Book all self-employed staff for events involving the choirs or groups/individual members from the choirs.
- Ensure all staff have the appropriate DBS checks, processing these where necessary.
- Coordinate regular meetings/updates with the Artistic Director to monitor and appraise staff performance.
- Coordinate and send out regular staff information emails.
- Set staff fees in liaison with the Executive Director and Finance Manager.
- Provide regular information to the Finance Manager to ensure that cash flows and budgets are kept up to date.
- Approve minor staff expenses.

General

- Be the first point of contact for any LYC administration communications.
- Maintain the secure filing of records.
- Manage the LYC Dropbox account and other file sharing software, where appropriate.
- Liaise with the Facility Manager of the office to ensure good servicing and a healthy working environment.
- Liaise with and assist the Executive Director, Development Director and Finance Manager with fundraising and finance matters.
- Assist with the collation of information required for LYC concert programmes.
- Maintain a suitable level of office supplies and stationery.
- Maintain storage of uniforms, folders, lanyards and other LYC materials.

Website

- Update content on the LYC website, including concert and news listings, funding information, staff profiles and new images. Work alongside the web designer to make recommendations of changes to format and structure.

In addition to the main duties and responsibilities, the post holder may be required to perform other duties commensurate with the scope of the role.

PERSON SPECIFICATION

Qualifications, Knowledge and Experience

Essential

- 4+ years event management experience, ideally gained in an arts organisation.
- Able to attend all Monday evening rehearsals in the City and extra rehearsal and events outside regular office hours.
- High level of proficiency working with standard business software including MS Office applications (Word, Excel, Outlook)
- Fluent in database management systems and desktop publishing.
- Confident with budget preparation and management.
- Good understanding of Child Protection and Safeguarding regulations.
- First Aid trained (training can be provided, if not).

Skills and Attributes

- A resilient and collaborative team player with a positive and enabling attitude.
- Highly organised and methodical, efficient and capable of balancing precise attention to detail with thinking and planning ahead.
- Exceptional written and verbal communication and interpersonal skills; able to communicate complex information clearly and handle a wide range of queries effectively and professionally.
- Outstanding time management skills with a solutions orientated approach to problems.
- Able to work independently and confident in taking appropriate decisions within a specific area of responsibility.
- A friendly and collegiate person able to build rapport with and inspire confidence and respect from a wide variety of stakeholders and junior and senior colleagues.

Desirable

- An interest in choral music and a desire to help young people to develop their full potential.
- Experience of working with young people.
- Working knowledge of current Health and Safety practice.
- Full, clean driving licence.



EMPLOYMENT TERMS AND CONDITIONS

- The jobholder will be based at the LYC headquarters at 48 Russell Square, London WC1B 4JP and will also work at LYC's rehearsal and concert venues.
- 4 days, 32 hours per week, with the potential to extend to full-time. The jobholder must also be flexible and able to start work at earlier times when required, as well as managing projects on evenings and at weekends.
- Salary up to £30,00 pro rata, depending on experience and range of skills
- Probationary period 3 months
- Notice period 2 months
- Membership of LYC's pension scheme with Aviva, as follows:
6 April 2018-5 April 2019 - LYC contribution 2%, employee minimum contribution 3%
6 April 2019 onwards - LYC contribution 3%, employee minimum contribution 5%
- Holiday entitlement is 23 days, including statutory holidays.

All appointments are subject to LYC receiving satisfactory references and an enhanced DBS check.

LYC is an Equal Opportunities Organisation.

SAFEGUARDING

London Youth Choir is committed to safeguarding and protecting the children and young people that we work with. We ensure that our organisation has a range of policies and procedures in place so that we can do everything possible to safeguard our choir members.

HOW TO APPLY

Please send your CV addressed **for the attention of Nina Camilleri, Executive Director London Youth Choir**, together with a statement of no more than 500 words outlining why you want to work for LYC and how you meet the competencies outlined in the job description. Please include the names and contact details of two referees.

Please email your application to the following email address:
penny.lewis@londonyouthchoir.com

Deadline for Applications: **Thursday 19 April 2018**

Proposed start date: **July 2018**

Interview Date: **Thursday 26 April 2018**

Interviews to be held in central London.