



'a phenomenal feat of musicianship' (The New Yorker)

Choir | Consort | Orchestra | Education
Jeffrey Skidmore Artistic Director & Conductor

Concerts Assistant

Salary:	£18,000 pro rata
Hours:	37.5 hours per week
Period:	2 months (1 November to 31 December)
Application deadline:	Monday 8 October 2018, 5pm
Interviews:	Monday 15 October 2018 (please save the date)

Ex Cathedra, an internationally-renowned choir and Early Music ensemble, is recruiting a fixed term Concerts Assistant, an important role in ensuring the smooth delivery of our acclaimed performances during our busy Christmas season. You will work closely with the General Manager and Concerts Producer to help organise and facilitate a programme of around 16 concerts during the period.

The successful candidate will have some prior experience organising concerts or events. You will be well organised, methodical, a good communicator, will demonstrate meticulous attention to detail, and will be able to simultaneously manage information about multiple projects. You are the kind of person who looks for ways to help and is willing to roll up their sleeves and get on with the less glamorous jobs where required.

We can offer flexibility with your hours, but you will need to be available for all of our concerts and rehearsals during this period. You will join a small, industrious admin team, with a supportive, enjoyable office atmosphere, and be an important part of the wider Ex Cathedra 'family' - an energetic, passionate and friendly group of musicians who seek to give the highest quality performances.

To apply, please send your CV together with the names of two referees and a covering letter telling us about yourself and your career aspirations to:

Peter Trethewey, General Manager
Ex Cathedra
CBSO Centre
Berkley Street
Birmingham B1 2LF
info@excathedra.co.uk

If you have any queries relating to the role or the application process, please contact Peter Trethewey, General Manager, on 0121 616 3411 for a confidential conversation.

Ex Cathedra is an equal opportunity employer and values diversity.

About Ex Cathedra

Ex Cathedra is a leading UK choir and Early Music ensemble with a repertoire that reaches from the 12th to the 21st centuries. We are known for our passion for seeking out the best, the unfamiliar and the unexpected in the choral repertoire and for giving outstanding performances.

Founded in 1969 by Jeffrey Skidmore OBE, the group comprises chamber choir, vocal Consort, period-instrument orchestra and an extensive education and participation programme. We explore, research and commission the finest choral music, and aim to set the highest standards for excellence in performance and training.

We present a series of concerts in Birmingham, where we are an Associate Artist at Town Hall; across the Midlands, where we are establishing a regular presence in Hereford, Leicester and Wolverhampton; and in London. We tour extensively and enjoy invitations to appear at festivals and concert series throughout the UK and abroad.

We have made over 20 critically-acclaimed recordings. Our *Britten to America* CD was shortlisted for a Grammy Award 2015 and our *A French Baroque Diva: Arias for Marie Fel* CD won a Gramophone Award 2015. A CD of choral music by Roxanna Panufnik is forthcoming in 2018.

An extensive programme of schools and community projects is delivered by our team of expert Vocal Tutors who are all members of Ex Cathedra. *Singing Playgrounds* has reached over 900 primary schools across the UK and also in Belgium, China, New Zealand, Singapore, Thailand and Uganda, winning the 'Best Musical Initiative' Award at the Music Teacher Magazine Awards 2014. *Singing Medicine* for chronically-ill children takes place bedside, every week, on 18 wards at Birmingham Children's Hospital, and *Singing Pathways* works weekly with adult stroke patients at Solihull Hospital.

Nurturing young singers is at the heart of our work, and our Academy of Vocal Music comprises four regularly rehearsing youth training choirs for children and young people aged 4-18 years. 2018-19 is the second year of our choral Scholarships programme for graduate professional singers, and parallel Student Scholarships programme with the Royal Birmingham Conservatoire.

"one of Britain's very best choirs"
(New York Times)

Job description

Job title: Concerts Assistant
Reports to: General Manager, liaise with Concerts Producer
Status: Full-time employee (fixed term)

Purpose of the role

To help organise and facilitate the delivery of Ex Cathedra's internationally-acclaimed performances during a busy period of the year.

Duties & responsibilities

- Support the Concerts Producer in drafting schedules for performers once musicians have been 'fixed' by the Concerts Producer
- Act as point of contact for musicians and festivals/venues, liaising re technical information e.g. stage setup, lighting, access, risk assessments etc
- Platform manage concerts and events, support at rehearsals, e.g. set up for rehearsals, organise refreshments for rehearsal tea breaks
- Ensure all artistic equipment is available when required - e.g. music stands, keyboard, instruments owned by the Company
- Arrange instrument hire/tuning as required for concerts and rehearsals
- Arrange accommodation for musicians as required
- Support the General Manager in the delivery of Birmingham performances, for example seating plan and set-up in churches, front of house support to sell CDs/programmes etc
- Identify and book additional support/facilities where required, e.g. stewards, St John's Ambulance and portaloos for concerts at St Paul's Church
- Support Concerts Producer to maintain the existing library in an orderly manner e.g. re-shelving, purchasing/hiring/borrowing as required, and posting out music to performers
- General office administration as required, including maintaining electronic and paper filing systems and contacts database on Outlook

How it works

Concerts, recordings, schedules and budgets are pre-agreed between the Artistic Director and the General Manager. Ex Cathedra engages a freelance Concerts Producer to fix musicians and manage the library. The Concerts Assistant will report to the General Manager and liaise with the Concerts Producer, and the Artistic Director as necessary, to help facilitate all performances involving Ex Cathedra, and from time-to-time other events across the organisation as required.

The Concerts Producer is away for 6 weeks from mid November to end of December. You will work closely with the Concerts Producer before his departure to ensure everything is in place and then work closely with the General Manager to coordinate the delivery of concerts during December.

All our concert dates are published at www.excathedra.co.uk/diary. Rehearsal dates can be provided on request.

Terms

This is a fixed-time position. The role will be based at Ex Cathedra's office within the CBSO Centre, central Birmingham, but flexibility regarding hours is available and Time Off in Lieu offered in respect of out-of-hours rehearsals and performances. It is, however, essential that the Concerts Assistant is available on all concert and rehearsal days.

Ex Cathedra staff are entitled to pro rata of 33 days holiday per year, including bank holidays.

Skills and competencies

ESSENTIAL	DESIRABLE
Some relevant experience organising concerts or similar events	Experience working in a classical music environment
Ability to read music and an interest in classical music	A basic understanding of performance practice issues e.g. instruments, pitch, tuning systems
Strong organisational skills	
Meticulous attention to detail; record-keeping, proofreading etc	
Ability to work on different projects simultaneously, to prioritise well and to manage time accordingly	
Able to react positively and work quickly under pressure	
Ability to communicate effectively and persuasively with a wide range of people	
Dedication to quality of experience for both performers and audiences	
Good computer literacy, including Word, Outlook, Excel and web browsers	
Willing to work flexible hours, attend rehearsals and concerts at evenings and weekends outside of normal office hours	
Match our ethos of working hard, pitching in and doing tasks like moving chairs, clearing up after drinks breaks	
Willingness to travel widely across the UK	Full UK driving licence with access to a car

You may also be interested in our [Education Coordinator \(maternity cover\) vacancy](#). The right candidate may be able to fill both roles.