



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

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

EDUCATION COORDINATOR - maternity cover

Salary: £21,000
Hours: 37.5 hours per week - does include some evenings and weekends
Term: Initially 6½ months, ending June 2019
Application deadline: Monday 8 October 2018, 5pm
Interviews: Thursday 8 November 2018 (please hold the date)

Ex Cathedra is a leading UK choir and Early Music ensemble. Alongside our concerts, we deliver an extensive programme of education and participation projects in schools, hospitals and community settings, and run our own youth training choirs for 4-18 year olds.

This varied role is essential for the smooth running of our education and participation programme. The successful candidate will work with an energetic and passionate team of people, under the guidance of the Director of Education and alongside our Schools Coordinator, to coordinate several streams of work, providing administrative support, communicating with our partners, venues, hospital staff, young people and/or parents to ensure the successful delivery of projects, rehearsals and performances.

You are likely to have some prior experience of working in an arts organisation or a proven administrative background with an interest in adapting your skills to the arts.

To apply, please send your CV together with the names of two referees and a covering letter 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 both in Birmingham, where we are an Associate Artist at Town Hall, in London, and at venues across the Midlands. 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.

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.

Job description

The duties and responsibilities of the Education Coordinator breakdown into the following areas.

1. Coordinate information and communication across all projects, including:

- maintaining and using the calendar as a planning and recording tool
- the management of budgets including preparation, reforecasting, reporting, schedules and invoices - including coding of invoices, working closely with the Director of Education, Schools Coordinator and finance team
- ensuring the Director of Education and Head of Finance are updated on a regular basis with regards to spending against budget
- ensuring adherence to our safeguarding policy, facilitating DBS checks when required, preparing risk assessments
- attending meetings and taking minutes
- collation and filing of written, pictorial and other media for Ex Cathedra's archives
- any other tasks that may be reasonably expected of you

2. Coordinate the activities of Ex Cathedra's Academy of Vocal Music, including:

- the scheduling and coordination of rehearsals, auditions, concerts and events, working closely with the rest of the team and the Academy conductors as appropriate
- communication with young people and the parents/guardians of children
- communication with partners, hosts, funders and all stakeholders
- booking of venues, vocal tutors, accompanist, chaperones etc
- maintaining the performer and safeguarding databases
- organising child performance licenses, as required
- organising music where required
- attendance at all Academy of Vocal Music rehearsals and events e.g. to provide support to chaperones and vocal tutors by registering children, setting up the rehearsal space, making refreshments, clearing away at the end.

2. Coordinate our other non-schools education and participation projects (*Singing Medicine, Singing Pathways, Singing Communities Ladywood*):

- the management of availability sheets, rotas, schedules, working guidelines, policies and contracts for project personnel, partners and hosts, working with the Schools Coordinator where necessary
- the coordination of activities required to support funding applications and update funders, providing information, and supporting designated Vocal Tutors to ensure the collection and collation of the quantitative and qualitative evidence and also writing evaluation reports, working closely with the Fundraising Manager
- respond to individual requests/enquiries and post Resource packs and CDs, coordinating with the Schools Coordinator and the Finance & Administration Coordinator
- updating the Resources stock tracking sheet, and liaising with the Schools Coordinator regarding re-orders if stocks are low

Skills, competencies and qualities

The role requires excellent written and interpersonal communication skills. You will enjoy developing strong working relationships with Ex Cathedra colleagues, with our musicians - including the Artistic Director, Academy conductors and vocal tutors - with children, young people, parents, and with project partners, sponsors, and hosts.

You will need to demonstrate initiative, teamwork, flexibility, strong writing and financial skills, excellent organisation, an ability to manage many projects at the same time, and calmness under pressure. You will be methodical in approach, highly organized, efficient, enjoy challenges and appreciate the value of record-keeping.

Our core values include willingness, enthusiasm, and excellence, and the role requires an understanding of the passion of Ex Cathedra's artistic members in their tireless desire to change people's lives through singing.

You will be prepared to work evenings and weekends facilitating, hosting and chaperoning rehearsals, concerts and events, and will be joining us during the busiest period of our year.

It is essential that you have either 1) prior experience working in an arts organisation or 2) a proven administrative background with an interest in adapting your skills to the arts. You will have experience of working with office software such as Outlook, Word and Excel.

Prior experience or training in safeguarding and child protection is desirable but can be provided.

You will be required to have a DBS check.

Terms

- The role is offered as a fixed term, full-time maternity cover, with an initial 4-month probationary period. We would consider the right candidate if they could only offer 4 days per week.
- The role is based at Ex Cathedra's office within the CBSO Centre, central Birmingham
- Each day is 7.5 hours and will normally fall between 8.30am and 6pm, however there is scope for some flexibility
- Where there is a requirement for attendance at evening/weekend rehearsals, concerts or events, the company operates a Time Off in Lieu system
- Ex Cathedra staff are entitled to pro rata 33 days holiday per year, including bank holidays.

You may also be interested in our [Concerts Assistant vacancy](#) for Nov-Dec 2018. The right candidate may be able to fulfil both roles as they run consecutively.