



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

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

Concerts Producer role

Information for applicants

Inspiring singing

Ex Cathedra is a world-class choir and Early Music ensemble. Alongside - and integrated into - our acclaimed concerts we have a portfolio of projects that lead the sector in the fields of education, community and the role of arts in healthcare. For more than 50 years we have been producing inspirational concerts and participatory projects.

The role at a glance

Working at the heart of the organisation, this role is crucial to the successful delivery of our performances, recordings and choral workshops. The role closely supports Artistic Director Jeffrey Skidmore and General Manager Peter Trethewey to deliver these activities: booking musicians and providing their schedules; liaising with venues, partners and our Education & Participation team; sourcing, briefing and proof-reading copy for concert programmes; ensuring all performing materials are available in good time and that our music library is kept in good order.

Full-time or job share/split?

This role is advertised full-time, but we are happy to accept job share and job split applications. We envisage a job split could involve different combinations of the three core elements of the role, which equate to (a) concerts production c.3 days per week, (b) librarian c.1 day pw, and (c) programmes production c.1 day pw. Job split applicants would need to manage fluctuations in workload.

About you

You will communicate in a warm and efficient manner, be an organizer, comfortable working under time pressure on multiple projects, have a good eye for detail, able to read music, and keen to learn. The exact balance of these skills may vary if you are a job split applicant.

You are the kind of person who is willing to roll up their sleeves and get on with the less glamorous jobs where required. 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 give the highest quality performances and projects.



Terms

We can offer flexible hours, but you must be willing to work evenings and weekends to support rehearsals and performances, and to travel, as necessary.

Salary: £25,000
Hours: 37.5 hours per week
Application deadline: Monday 16 May 2022, 5pm
Notification of interview: Thursday 19 May
Interviews: Monday 23 May & Tuesday 24 May (please save both mornings)

How to apply

To apply, please complete our [Application Form](#) and return it, together your CV:

by email, to: info@excathedra.co.uk

or by post, to:

Application for Employment, Ex Cathedra, CBSO Centre, Berkley Street, Birmingham B1 2LF

Ex Cathedra is committed to a policy of equality of opportunity in its employment practices, and values diversity. To help us monitor our ability to reach a range of applicants, we strongly encourage applicants to also complete our [Equality and Diversity Monitoring Form](#), which is anonymous and not used as part of the selection process.

If you have any queries relating to the role or the application process, please contact Peter Trethewey, General Manager, on 0121 616 3411 or email peter@excathedra.co.uk.



More 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. Founded in 1969 by Jeffrey Skidmore, we have developed an international reputation for our performances of the best, the unfamiliar and the unexpected in the choral repertoire, from the Latin American Baroque to world premieres. We take pride in developing the choral artform - researching and reviving hidden gems, commissioning work, and developing inclusive, co-creative ways of engaging audiences and participants.

We present a series of concerts in Birmingham - where we are an Associate Artist at Town Hall & Symphony Hall - across the Midlands, and in London. We enjoy invitations to appear at festivals and concert series across the UK and abroad.

“a phenomenal feat of musicianship” (New Yorker)

Ex Cathedra has made a significant number of highly regarded recordings for ASV, Hyperion, NMC, Orchid Classics, SOMM, Signum, and on its own label. Recent releases are *Celestial Bird* and *From Five Continents* - the choral music of Roxanna Panufnik and Penelope Thwaites, respectively - including Ex Cathedra commissions. Alec Roth's *The Traveller* will be released in early 2023.

We place training and development at the heart of our work and have developed a pathway from our Academy of Vocal Music training choirs (aged 3-18) to our graduate Scholars, Associate Conductors and emerging soloists.

Our team of expert Vocal Tutors delivers an extensive programme of award-winning schools (**Singing Playgrounds**) and community projects. We have worked with children in over 1,000 primary schools across the UK and abroad. Our suite of **Singing Medicine** projects provide wellbeing benefits for children in hospital, young people receiving mental health support, stroke patients, and Long Covid recovery.

Purpose of the role

To support the Artistic Director and General Manager in the production of Ex Cathedra's internationally-acclaimed concerts, recordings and choral workshops.

Duties & responsibilities

1. Concerts Production

- Project manage concerts, tours and recording sessions, including rehearsals and workshops, undertaken by the choir, Consort and Baroque Orchestra
- Undertake singer and instrumentalist fixing for each project in consultation with the Artistic Director and General Manager
- Act as the initial point of contact for all performers
- Ensure that all singers and instrumentalists have the schedule and all fee/performance information they need in a timely and concise manner
- Fix accompanists as required
- Arrange accommodation for singers and instrumentalists as required
- Manage instrument hire/tuning as required
- Arrange rehearsal venues
- Ensure all artistic equipment is available when required - e.g. music stands, keyboard, instruments owned by the Company
- Book additional support/facilities where required, e.g. stewards, St John's Ambulance and portaloos
- Liaise with festivals/venues about technical information e.g. stage setup, lighting, access, risk assessments etc
- Platform manage concerts and rehearsals
- Organise refreshments for rehearsal tea breaks
- Support the General Manager in the delivery of Birmingham performances, for example labelling seats in churches, front of house support
- Coordinate and support auditions

2. Programmes

- Source/request/coordinate content for concert programmes
- Edit content as necessary to ensure a consistent presentational style and accuracy
- Supply content for our programme designer or external festivals/venues in a timely manner
- Proof-read drafts carefully, correcting as necessary

3. Library

- Liaise with the Artistic Director and General Manager to understand forthcoming repertoire requirements, ensuring materials are sourced and prepared as necessary in good time
- Collate sets of music as required for each concert, distributing music in timely manner
- Compile instrumental parts as required, ensuring the correct, marked-up parts are used
- Liaise with Leader where bowings will be required for new parts
- Re-shelve music in timely manner, ensuring the library remains in good order and the catalogue is kept up to date
- Support the Education & Participation team in accessing and re-shelving the music required

How it works

Concerts, recordings, schedules and budgets are pre-agreed between the Artistic Director and the General Manager. The Concerts Producer role reports to the General Manager to deliver projects within budget, keeping the General Manager informed when variances arise.

The Concerts Producer will need to develop a strong working relationship with the Artistic Director for advice on fixing and detailed artistic requirements.

The Concerts Producer will need to develop warm, efficient working relationships with the singers and instrumentalists engaged to perform with Ex Cathedra, a key responsibility in maintaining Ex Cathedra's reputation as a group that looks after its performers well, whether professional or professionally-trained amateur musicians.

Terms

This is a full-time, but we are happy to accept job share/split applications. Any offer is subject to an initial 6-month probationary period, plus a clear DBS check and safeguarding reference at the appropriate level for the role.

The role will be primarily based at Ex Cathedra's office within the CBSO Centre, central Birmingham. Some work from home can be accommodated by agreement but you must be available to attend and support rehearsals and performances.

Working hours may vary according to activities, this may particularly affect any job share/split applicants. In busy months (e.g. November & December) you will need to be available to meet the role. You must be able and willing to work rehearsals and concerts during evenings and weekend concerts. The company operates a Time Off in Lieu system to give this time back during quieter periods.

Ex Cathedra staff are entitled to 28 days holiday per year, plus bank holidays.

Skills and competencies

ESSENTIAL	DESIRABLE
Dedication to quality of experience for performers and audiences	
Willingness to work flexible hours, attend rehearsals and concerts at evenings and weekends, and to undertake emergency fixing (illness etc) outside of normal office hours	
Experience working in events production, either in an administration role or equivalent experience as a professional freelance musician.	Experience managing project budgets
Strong organisational skills, reliable record-keeping, and attention to small details	Existing understanding of contractual arrangements for freelance musicians e.g. doubling, overtime
	Experience managing volunteers/stewards
Able to cope with complexity, prioritise competing projects, to manage own time accordingly and be proactive where necessary	
Able to react positively under pressure	
Strong inter-personal skills as the first/principal/regular point of contact for many of the company's key relationships incl. musicians	Interest and ability to contribute more widely in helping achieve the Company objectives for excellence and as a business
Efficient and precise communication (oral and written) skills	
Keen eye for producing/coordinating accurate copy	Proofreading experience
Confidence using Word, Outlook, Excel, Google Forms	Willingness to adopt/explore technology in search of greater efficiency
Able to demonstrate systematic approach to maintaining music library. Able to read music well enough to manage this.	Basic understanding of performance practice issues e.g. pitch, figured bass, bowing
	Experience as part of a choir or orchestra, using notated music
Full UK driving licence, access to a car, and willingness to travel across the UK (occasionally abroad)	

The exact balance of skills and competencies required may vary if applying for a job split.