

# **HALLÉ CAREERS**

## **CHORAL LEADERSHIP NETWORK COORDINATOR**

### **FIXED-TERM 1 YEAR**

Full-time position on a temporary basis for 1 year. Intention to renew depending on external funding being secured, and performance review, by February 2020.

#### **JOB DESCRIPTION**

##### **Context**

The Choral Leadership Network (CLN) is a partnership of organisations committed to raising the standard and profile of choral singing of all kinds across the North West and beyond. The Partners include local organisations such as the Royal Northern College of Music and the Greater Manchester Music Education Hub, as well as national organisations including the National Youth Choirs of Great Britain, Voices Foundation, Sing for Pleasure and the Association of British Choral Directors. The Network does not replace core existence or activity of any of the Partners, but seeks to boost, explore and develop new collaborative work.

##### **Summary**

The CLN Coordinator will take responsibility for the coordination and administration of the new Choral Leadership Network. The post-holder will support the promotion of all CLN events and activities, manage new partnership work and contribute to the ongoing strategic development of the Network through research, knowledge and practical experience.

The post-holder will work under the direction of the Hallé Head of Ensembles, and in collaboration with all CLN Partners, in administering all CLN activities.

##### **Salary and Benefits**

The salary for this position is £25,000 per year. Other benefits include a contributory pension scheme and a health insurance scheme.

##### **Key Tasks**

- Administrative coordination between the CLN Partners
- Responsibility for the delivery of specific CLN project activity which falls outside the Partners' own remits, including planning, coordination, booking, promotion and ensuring appropriate staffing
- Set up and administer meetings of the CLN Partnership
- Facilitate and administer consultation with other potential partners and participants, including training providers, choirs, conductors, education services, schools, professional performers and network organisations
- The primary point of contact for all CLN enquiries

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- Promotion of CLN membership and activities, including management of appropriate social media activity
- Management of website content
- Co-ordinate the work of the Hallé Choral Team with the CLN
- Responsibility for maximising the possible benefits of Hallé St Peter's as a venue to strategically promote CLN activities
- Day-to-day responsibility for all budgets associated with the CLN
- Work with CLN Partners to shape the future strategic development of the CLN
- Liaison with all Hallé Departments and CLN Partners on behalf of the CLN
- Reporting to the CLN Partners, the Hallé Board and external funders on CLN activities when required

#### **PERSON SPECIFICATION**

##### **Essential skills and abilities**

- Outstanding communication skills, both verbal and written
- Exceptional and efficient organisational skills
- At least 3 years' experience of working in an arts or education environment
- Project management and/or ensemble management experience
- First-rate administrative capability and literacy, including maximising use of IT
- Deep knowledge and appreciation of choral music of all styles
- Degree-level qualification in a relevant subject
- Experience of working with a wide range of people and personalities
- Personnel management experience
- Understanding of budgets and payment processes

##### **Essential qualities**

- Energetic and hardworking, with effective time management skills
- Pro-active, with an organised and positive approach
- Commitment to promoting the benefits of choral singing
- Commitment to the principles of inclusion
- Ability to recognise excellence in choral singing and leadership
- Ability to multi-task, and to delegate
- Flexible, and willing to work unusual hours
- Good team worker
- Lively, resilient and with a sense of humour
- Inventive and innovative outlook

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#### **Other desirable skills and experience**

- High level of choral singing / conducting ability and experience
- Experience of working with children and young people
- Experience of working in or with schools
- Experience of fundraising for arts or education projects
- Digital literacy and experience of website editing
- First aid qualification(s)
- Clean, current driving licence
- Use of own car

The post holder must be able to satisfy a Disclosure and Barring Service check (DBS, formerly CRB) for working with young people and vulnerable adults.

#### **CONTACT US**

Don't hesitate to contact the following Hallé members of staff to assist any of your application queries.

For information on the application process:

- Senior PA
- [exec.pa@halle.co.uk](mailto:exec.pa@halle.co.uk)

For any information regarding the role:

- Naomi Benn, Head of Ensembles
- [naomi.benn@halle.co.uk](mailto:naomi.benn@halle.co.uk)

NB / March 2019