



Job Title	Concerts & Marketing Manager
Location	The Tenebrae Choir, c/o Storey, International House 7 High Street, London, W5 5DB
Position	Full time
Salary	£24,000 - £27,000 (subject to experience)
Reports to	General Manager

Tenebrae Choir

Described as “*phenomenal*” (The Times) and “*devastatingly beautiful*” (Gramophone Magazine), award-winning choir Tenebrae is one of the world’s leading vocal ensembles, renowned for its passion and precision.

Under the direction of Nigel Short, Tenebrae is usually comprised of up to 19 singers, and performs around 60 concerts each year. It appears regularly at some of the world’s most prestigious venues and festivals including the BBC Proms, Wigmore Hall, Edinburgh International Festival, Spivey Hall (US), Leipzig Gewandhaus (Germany) and Melbourne Festival (Australia). Tenebrae also curates an annual Holy Week Festival in partnership with St John’s Smith Square, and alongside its artistic calendar it runs a thriving outreach programme. The choir’s Associate Artist scheme offers unrivalled opportunities for four young professional choral singers each year, and we also reach hundreds of children and young people through our Choral Development Programme.

The choir has twice secured the award for ‘Best Choral Performance’ in the BBC Music Magazine Awards (2012 and 2016), and its recording of Fauré’s Requiem with the London Symphony Orchestra was nominated for the Gramophone Awards (2013). In 2018 ‘Music of the Spheres’, Tenebrae’s album of part songs from the British Isles, received a Grammy nomination.

We are now seeking a vibrant and proactive individual to join our small team. The role of Concerts & Marketing Manager is principally to provide effective and efficient administration for all aspects of Tenebrae’s engagements, together with marketing the choir’s self-promoted concerts.

Concert management and logistics

- Accompany Tenebrae on engagements in the UK and, when required, abroad, ensuring efficient management of tours and that the needs of Tenebrae’s Artistic Director and singers are catered for;
- Liaise with Tenebrae’s travel agency (Specialised Travel Ltd.) to arrange national and international travel;
- On occasion, book flights, trains and other travel directly;
- Attend and manage administration of rehearsals, including booking venues as required;
- Where necessary, identify suitable hotels and other accommodation and make reservations;
- Coordinate fixing singers with Tenebrae’s Artistic Director, and be the first point of contact for artists;

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- Establish requirements for work permits and/or visas and assist with the necessary applications;
- Finalise all details relating to the timing and running order of each engagement (concerts, recordings, educational activities etc.) with promoters and/or our team of foreign agents;
- Provide detailed provisional and final schedules (including travel and accommodation information as relevant) to the singers and management team in a timely manner;
- Maintain Tenebrae's online concert diary and database;
- Music library and CD stock maintenance in preparation for upcoming engagements;
- Provide general administrative support for the General Manager and office management as required.

Marketing

- Ensure Tenebrae's output on its social media and website is engaging, regular and relevant;
- Proactively suggest and implement creative social media and promotional strategies;
- Lead on marketing for self-promoted concerts in London and across the UK, including commissioning and distributing print materials and programmes alongside online marketing;
- Collate content of the monthly e-newsletter;
- Administer the website including updating relevant events, news stories etc.;
- General assistance in the preparation and distribution of sales material;
- Remain on top of any new developments relating to GDPR and any other relevant legislation.

Personal Specification

Essential:

- Have a degree or other relevant experience;
- Have at least 12 months' experience in artistic and/or concert management;
- Have excellent IT skills including a high level of proficiency in Microsoft Outlook and Office;
- Demonstrate that you have excellent organisational skills, with the ability to manage and prioritise a large number of varied tasks with multiple deadlines;
- Be quick, efficient and able to work accurately under pressure;
- Possess strong attention to detail and experience of pre-empting the needs of artists;
- Possess excellent communication skills, both written and verbal;
- Have a flexible approach to working hours to meet the needs of the role including some evenings, weekends and public holidays.

Desirable:

- Have a good knowledge of, and active interest in, choral music at all levels including Tenebrae's competitors;
- Have experience with artistic management (such as Overture, Artifax Agent, 3i) and design software (InDesign, Photoshop);
- Be confident in at least one European language.

Application Process

In order to apply, please email your CV and a cover letter detailing your suitability for the role to Alexandra Davies (General Manager, Tenebrae): alexandra@tenebrae-choir.com.

Applications must be received by no later than 9:30am on Wednesday 1 April.

Interviews will take place during the week commencing 6 April. Please indicate in your email if you are unavailable and we will endeavour to find another time.

Due to the current outbreak of Covid-19, we are willing to be flexible in our arrangements. If you are self-isolating or think you might have the virus, please don't hesitate to contact Alexandra Davies, who will be happy to discuss the possibility of a remote interview.