

Job Title	Concerts Manager
Location *	International House, 7 High Street, London W5 5DB
Position	Full-time
Salary	£28,000 - £31,000 (subject to experience)
Reports to	General Manager

* While this role will require regular attendance in Tenebrae's office, we are willing to discuss flexible working arrangements.

About Tenebrae

“Unaccompanied choral singing comes no better than this: in blend, accuracy, precision, commitment.”
The Guardian

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 comprises up to 19 singers and performs around 60 concerts each year across the UK, Europe and the US. It appears regularly at some of the world's most prestigious venues and festivals including the BBC Proms, Wigmore Hall, Elbphilharmonie Hamburg and Melbourne Festival. Alongside its artistic calendar it runs a thriving outreach programme, including its Associate Artist scheme for young professional choral singers and its Choral Development Programme for hundreds of young people across its partner organisations. Each year, Tenebrae also curates and produces an annual Holy Week Festival in collaboration with St John's Smith Square. The choir has twice secured the award for 'Best Choral Performance' in the BBC Music Magazine Awards (2012 and 2016), and in 2018 it received its first Grammy nomination for 'Music of the Spheres'.

This is an exciting time for the organisation as we continue to expand our touring profile and increase our community outreach work, with an important new schools' programme launching from January 2022. We are now seeking a vibrant and proactive Concerts Manager to join our small team and help us deliver a full programme of work over the coming seasons. The successful applicant will be responsible for the effective and efficient administration for all aspects of Tenebrae's engagements, including accompanying the choir on the majority of UK and international tours. Our plans for the future are ambitious, and there is scope for the right candidate to grow this role according to their strengths.



www.tenebrae-choir.com

Concert Management and Logistics

- Accompany Tenebrae on engagements in the UK and 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;
- 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 to the singers and management team in a timely manner;
- Maintain Tenebrae's online concert diary and database (Overture);
- Music library and CD stock maintenance in preparation for upcoming engagements;
- Provide general administrative support for the General Manager as required.

Marketing

- Ensure Tenebrae's output on its social media, streaming platforms, and website is engaging, regular and up-to-date;
- Liaise with promoters to ensure they have the materials they require in order to market Tenebrae concerts;
- Collate content of the monthly e-newsletter;
- Lead on marketing for occasional self-promoted concerts in London and across the UK, including commissioning and distributing print materials and programmes alongside online marketing.

Personal Specification

Essential:

- Have a degree or other relevant experience;
- Have at least 3 years' experience in artistic and/or concert management;
- Demonstrate that you have excellent organisational skills, with the ability to manage and prioritise a large number of varied tasks with multiple deadlines;
- Possess strong problem-solving skills;
- 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;
- Fluency across the major social media platforms, and ideally an interest in marketing;

- Have excellent IT skills including a high level of proficiency in Microsoft Outlook and Office.

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 or Artifax Agent) 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 09:00 on Wednesday 20 October.

Interviews will take place over Monday 25 and Tuesday 26 October. Please indicate in your email if you are unavailable and we will endeavour to find another time.