

Learning & Connection Producer (part-time*)

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



The Role

Job Title	Learning & Connection Producer (part-time *)
Location	Lyric Hammersmith Theatre, Lyric Square, King Street, London W6 0QL <i>After an initial period of office-based training, we are happy to consider flexible and remote working in order to facilitate other commitments such as caring responsibilities, although ideally you will be based in the office for at least 1 day per week. You will also be required to attend L&C activities in a variety of locations.</i>
Hours	2 days per week on a flexible basis
Salary	£27,000 - £30,000 pro rata, dependent on experience
Reports to	Development Manager

* At present we are also recruiting for a part-time Operations Assistant to join our team for 3 days per week. A full job description is available via [our website](#). We would be happy to consider combining these two roles to create one full-time position which would provide a broad range of experience across administration and production. If this is of interest to you then please contact Alexandra Davies (alexandra@tenebrae-choir.com) to discuss this further.

About Tenebrae

Tenebrae is one of the world’s leading vocal ensembles, renowned for its core values of passion and precision. Founded in 2001 by director Nigel Short, the choir performs around 60 concerts each year across the UK, Europe, the US and further afield, including at some of the world’s most prestigious concert venues and festivals. Alongside its busy concert and recording schedule, the ensemble delivers a rapidly growing Learning & Connection programme, working with hundreds of children, young people and amateur singers across schools and other community settings.

Tenebrae is a registered charity with a small team of administrative staff, supported by a Board of Trustees drawn from a variety of different sectors. Over the past 5 years the organisation’s scope has

grown considerably, and our plans for the future remain ambitious. Particular strategic focuses include new commissions and innovative programming, a drive to diversify our organisation and audiences, and building our digital engagement.

We are now looking to expand our team with the newly created role of Learning & Connection Producer. This is an exciting time to join Tenebrae as we continue to expand our work in this area and seek to become a sector leader. The successful candidate will lead on the planning and delivery of all our Learning & Connection activities, with the scope to contribute new ideas which will deepen our impact and widen our reach. They will report to the Development Manager, and will provide quarterly updates to Tenebrae's Programming Working Group.



Key responsibilities

Singing Schools

- Work closely with Ealing Music Service and our partner primary schools to organise the delivery of all aspects of our flagship schools programme, including workshops, in-school performances, teacher training and occasional external events
- Consult regularly with Tenebrae's freelance workshops team to gauge their availability and book them for programme activities, ensuring that they are confirmed in a timely manner
- Co-ordinate timings and logistics for the programme in balance with the choir's busy concerts and recording schedule
- Attend activities in partner schools as required to collect data for reporting and evaluation
- Liaise with our project film-maker to ensure footage is captured regularly throughout the programme for promotion and fundraising

Associate Artists

- Liaise regularly with the young professional singers on our Associate Artist programme, listening to their feedback to ensure that they are benefitting from the training programme
- Work with the Artistic Director to ensure that the Associate Artists are supported by regular feedback and appropriate training from industry leaders
- Lead on the administration of regular auditions and recruitment, including open auditions once every 2 years and ad hoc auditions for individual singers in the interim period

Choral Workshops

- Liaise with the directors and management at our Choral Development Partners (London Youth Choirs and Music Centres London) to arrange activities including regular workshops, side-by-side performance opportunities and tickets to Tenebrae concerts
- Work with Tenebrae management, promoters and freelance musicians to deliver an ongoing programme of 'Tenebrae Effect' choral workshops, differentiated for a broad range of participants throughout the UK and overseas

General

- Oversee the budgets for all our Learning & Connection programmes, ensuring that relevant documents are kept up-to-date and activities are delivered within budget
- Ensure compliance with Tenebrae's Safeguarding Policy, monitoring and updating DBS certification for all personnel

- Coordinate feedback from a range of stakeholders to ensure that Tenebrae's partnerships and activities are effective and meaningful
- Attend quarterly meetings of the Programming Working Group to provide updates on our Learning & Connection programmes
- As required, research the viability of additional programmes and partnerships

Personal specification

Essential

- A passion for delivering innovative and impactful arts community and education projects
- Excellent inter-personal skills, including written and verbal communication
- Strong organisational skills, with the ability to pro-actively manage and prioritise a large number of varied tasks with multiple deadlines
- Diplomatic and confident, able to foster good relationships with a variety of stakeholders while working to the overall needs of the organisation and its constraints
- Excellent IT skills including a high level of proficiency in Microsoft Outlook and Office
- Quick, efficient and able to work accurately under pressure
- Strong attention to detail
- A flexible approach to working hours to meet the needs of the role

Desirable

- Previous experience in basic finance and budgeting
- Good knowledge of, and interest in, choral music at all levels

Application Process

In order to apply, please email your CV and a cover letter detailing your suitability for the role to Lizzy Holsgrave: lizzy@tenebrae-choir.com.

Applications must be received by no later than 9am on **Monday 6th February 2023**. Interviews will take place on **Monday 13th or Tuesday 14th February**. Please indicate in your email if you are unavailable and we will endeavour to find another time.