

## Learning & Connection Producer (part-time)

*“Working with Tenebrae gives all our children and their parents the opportunity to value singing and music education. It has inspired the children, helped us to identify and nurture their talents and interests, and given them an insight into the world of professional music, enabling us to fulfil our motto ‘aspire to achieve’.” – Co-Headteacher, Clifton Primary School*

*“I learnt that nobody is ever bad at music” – Pupil*



### The Role

<b>Job Title</b>	Learning & Connection Producer (part-time)
<b>Location</b>	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&amp;C activities in a variety of locations.</i>
<b>Hours</b>	3 days per week on a flexible basis
<b>Salary</b>	£30,000 - £33,000 pro rata, dependent on experience
<b>Reports to</b>	Chief Executive

*This position would be suitable for a part-time employee of the charity (PAYE) or for a freelance consultant. Please contact us for further information should you have any queries about the employment terms.*

### 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 in particular the choir has strengthened and expanded its Learning & Connection programme. We now deliver fortnightly singing workshops in three West London primary schools, regular workshops for children and young people at London Youth Choirs and Music Centres London, and regular 'Tenebrae Effect' sessions for singers of all backgrounds while on tour around the UK. We also continue to provide talented young professional singers with regular paid work and training through our Associate Artists programme.



The Learning & Connection Producer will be responsible for the day-to-day delivery of our Tenebrae Schools programme, our Choral Development Partnerships with London Youth Choirs and Music Centres London, and certain aspects of the Associate Artists programme which intersect with our learning and participation projects. They will report to the Chief Executive, and will provide quarterly updates to Tenebrae's Programming Working Group.

It is an exciting time to work with Tenebrae, and the role of Learning & Connection Producer offers the opportunity to make a real difference at a crucial point in the charity's development. Besides the growth of our education and community work, areas of particular focus for the coming seasons are commissions and innovative programming, a drive to diversify our organisation and audiences, and growing our digital platforms. If you have any questions about the role, please contact Eleanor Hunt (Operations Manager) at [eleanor@tenebrae-choir.com](mailto:eleanor@tenebrae-choir.com).

## Key responsibilities

### Singing Schools

- Oversee the development and delivery of Tenebrae's flagship schools programme in local state primaries ensuring the highest quality and impact
- Work closely with the programme creative lead to plan programme content and delivery in line with organisational strategies
- Build on and nurture partnerships with programme key stakeholders, particularly our partner schools and Ealing Music Service, through regular check-ins.
- Work closely with partner settings to coordinate the delivery of all aspects of the programme, including workshops, in-school performances, teacher training and occasional external events
- Consult with Tenebrae's freelance workshops team members to gather their availability and book them for programme activities, ensuring that they are confirmed in a timely manner and in balance with the choir's busy concerts and recording schedule
- Devise workable systems and tools for continuously collecting feedback and evaluation from workshops team members, pupils and teachers involved and analyse this to track successes and guide the growth of the programme
- Attend activities in partner schools as required to represent the organisation, support the programme and collect data for reporting and evaluation as required
- Liaise with our project film-maker to ensure footage is captured regularly throughout the programme for promotion and fundraising and for the continued development of our digital resource

- Support the ongoing development of the schools digital resource with Tenebrae Operations Manager and web-developer
- Collect and share updates, case studies, quotes and imagery with colleagues as required for the purposes of updating programme supporters and stakeholders
- Feed in up-to-date understanding of national music education policy and changes in the wider sector relevant to the growth and delivery of the programme

### **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
- Organise annual training opportunities for our Associate Artists, ensuring they are upskilled to deliver regular Learning & Connection activities in a variety of settings
- Assist in the annual auditioning of Associate Artists to ensure their suitability for Learning & Connection activities

### **Choral Development Partners**

- 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

### **General**

- Oversee the budgets and cash flow for all the Learning & Connection programmes outlined above, create payment schedules to ensure our teams are paid in a timely manner, ensuring that relevant documents are kept up-to-date and activities are delivered within budget
- With the Chief Executive (our Designated Safeguarding Officer), work to ensure compliance with Tenebrae's Safeguarding Policy
- Monitor DBS certification for all personnel and liaise with the Operations Manager to request new applications and renewals as required
- 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
- Work closely with the Chief Executive to shape the strategy of the growing L&C programme and, as required, research the viability of additional programmes and partnerships
- Represent the organisation at events and conferences

## **Personal specification**

### **Essential**

- At least 4 years' experience delivering 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
- Previous experience in basic finance and budgeting
- 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**

- 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 Eleanor Hunt: [eleanor@tenebrae-choir.com](mailto:eleanor@tenebrae-choir.com). Applications must be received by no later than 9am on Friday 12 January 2024. Interviews will take place on Thursday 18 and Friday 19 January 2024. Please indicate in your email if you are unavailable and we will endeavour to find another time.

At Tenebrae we believe that everyone should have equal opportunities to succeed, regardless of their background or circumstances. If you have additional access needs, please let us know and we will work with you to accommodate your requirements.