



for everyone

## Assistant Artistic Director

Job Description and Person Specification

November 2019

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Music for Everyone  
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Registered Charity No. 1153412

[www.music-for-everyone.org](http://www.music-for-everyone.org)

Artistic Director  
Angela Kay MBE  
Executive Director  
Robin Reece-Crawford  
Board of Trustees  
John Hess *Chair*  
Angela Smallwood *Secretary*  
Matthew Lax *Treasurer*  
Rachel Emmett  
Richard Flewitt

# About Music for Everyone

Music for Everyone (MfE) is a registered charity based in Nottingham that has operated successfully for over 35 years. It enjoys a strong reputation for providing people of all ages with high quality opportunities to make music, develop creatively and have fun, all within a dynamic and caring environment.

## Our work

- creates workshops, short courses, regular groups and performance opportunities for over 2,000 participants each year - 32% being young people under 18
- is inclusive, caters for all abilities and provides progression routes
- includes community collaborations, e.g. schools and youth projects, links with sports and health initiatives
- engages with new music through programming and commissions from professional composers
- reaches audiences for its public performances of over 3,700

Rapid growth in recent years has created Daytime Choirs and Orchestras for adults (including those with learning disabilities and their carers) and a Summer School. MfE also runs a busy youth programme and is a partner in both the Nottinghamshire Music Hub and the Nottingham Music Hub.

Angela Kay, MfE's founder and Artistic Director, holds an MBE (2014) for services to music in Nottinghamshire and Making Music's Lady Hilary Groves Prize (2015) for her outstanding contribution to music in the community.

The organisation currently has 4 administrative staff (two full time and the others 2-3 days per week) and 12 regular freelance artistic leaders, as well as guest conductors, project leaders and assistants. The professional administrative team is supported by over 200 committed volunteers without whom we could not function. MfE has a Board of 5 Trustees.



Nottingham Festival Chorus and Concert Orchestra

## Creation of a new Assistant Artistic Director role

MfE's artistically progressive activities have expanded exponentially over 35 years under the successful leadership of the founder Artistic Director. To maintain MfE's ongoing development and to establish a robust and fully sustainable artistic programme the Trustees are seeking to appoint a charismatic, confident, personable Assistant Artistic Director to work alongside the present Artistic Director and Executive Director.

The Trustees welcome applications from candidates from diverse backgrounds, with a range of experiences and skillsets, and from people at different stages of their careers. They look forward to discussing the direction and strategy of the charity with candidates who bring an exciting vision for Music for Everyone as the charity is ready to launch an ambitious phase of new artistic development in partnership with the Nottinghamshire Music Hub provider Inspire.

# Job Description

## Main Purpose of Role

The main responsibilities of the post include but are not limited to:

- Work with the Artistic Director and Executive Director to develop and implement an exciting, imaginative and forward thinking artistic programme for MfE

## YOUTH

- Oversee the development and delivery of all youth courses and regularly rehearsing groups
- In partnership with the Nottinghamshire Music Hub, lead the delivery of a series of school workshops and family singing days resulting in a Summer Festival of Music
- As the post holder will be regularly undertaking work directly with young people an enhanced DBS clearance will be required



Stringwise course



Bandwise course

## ADULT

- Further develop adult artistic and outreach work
- Act as assistant conductor of the Nottingham Festival Chorus (200+ singers), Nottingham Concert Orchestra and the East of England Singers (36+ auditioned chamber choir)

## GENERAL

- Work with the Artistic Director, Executive Director and Management Executive to ensure effective internal communications
- Enhance MfE's brand values, support recruitment, broaden audiences and raise the profile of all MfE groups across its broad spectrum of activities
- Represent MfE at relevant events and meetings as required and attend residential courses/concert tours, as necessary
- Build relationships and collaborations with third parties



Open Voices perform extracts from *Les Misérables*



Summer School

# Person Specification

## Essential Criteria

### Experience and Knowledge

- An experienced, creative conductor with excellent knowledge of the music canon and significant knowledge of recent education and arts development practice
- Proven skills as an inspiring animateur and educator
- Excellent interpersonal and leadership skills
- Extensive experience of working with professional and amateur musicians and members of the teaching profession
- The ability to motivate and inspire artists and colleagues
- Willingness and ability to work as part of a team
- Understanding of and commitment to equal opportunities practice
- Knowledge of and ability to work with leading music software packages e.g. Sibelius

### Skills/Competence

- Excellent interpersonal skills and ability to motivate staff and volunteers
- Strong written and oral communication skills

## Desirable Criteria

### Experience and Knowledge

- Experience of working at a senior level within a musical environment and of managing staff.
- A sympathy with the ethos of the not for profit sector

### Skills/Competence

- Administrative competence and IT literacy
- A full driving licence and access to a car



The East of England Singers

## Remuneration and Terms

The post is offered on a full time, permanent basis (40 hours per week - flexible). A certain amount of evening/weekend work will be required. No overtime payments will be made but time off in lieu may be taken by arrangement.

A salary of £26,000 - £30,000 is offered depending on experience.

The office base will be in Nottingham. Travel may be necessary around the region and nationally for which expenses will be paid. Holiday entitlement will be 25 working days plus national holidays.

The post is subject to a 3 month probationary period during which either party may give two weeks notice. After probation is complete, the post is subject to 3 months notice on either side.

An auto-enrolment pension is offered and MfE will contribute the statutory amount of employer's contributions

## Equal Opportunities

Music for Everyone strives to be an Equal Opportunities employer. The aim of this policy is to ensure that no job applicant, employee or participant receives less favourable treatment on the grounds of racial origin, physical disability, class, gender, sexual orientation, age, political or religious belief. Individuals will be selected, promoted and treated on the basis of their relevant merits and abilities. All employees are required to comply with and actively promote this policy.

## How to Apply

To apply please send your CV with a covering letter saying why you are applying for the role and how you meet the person specification. Please include the names and contact details of two referees.

Send to: Robin Reece-Crawford, Executive Director, Music for Everyone, 10 Goose Gate, Hockley, Nottingham NG1 1FF or email [robin@music-for-everyone.org](mailto:robin@music-for-everyone.org) and reference 'Assistant Artistic Director'.

The closing date for applications is **13 December at 12 noon**.

The interview process will have two stages:

- i) A formal interview. This will be held in Nottingham on **Tuesday 17th December** and candidates will be asked to give a 15 minute presentation on a) creative concert programming and b) involving more young people in music making. There will also be an opportunity to meet members of the MfE artistic and administrative team.
- ii) Candidates successful at interview will then be invited to choose a short SATB piece (up to 5 mins long) and work on it with MfE's chamber choir, the East of England Singers for 20 - 30 mins. This rehearsal will take place during the evening of **Wednesday 18th December** at the choir's regular rehearsal venue, St Luke's Church, Leahurst Road, West Bridgford, Nottingham NG2 6GL.



Daytime Voices - Wollaton