

# Music for everyone

## Director

Job Description  
and Person Specification  
January 2022



Music for Everyone  
10 Goose Gate  
Hockley  
Nottingham NG1 1FF

Email: [admin@music-for-everyone.org](mailto:admin@music-for-everyone.org)  
Telephone: 0115 958 9312

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

Director  
Angela Kay MBE  
Assistant Artistic Director Rachel Parkes  
General Manager Su Evans  
Board of Trustees  
John Hess *Chair*                      Angela Smallwood *Secretary*  
Matthew Lax *Treasurer*          Rachel Emmett  
Richard Flewitt                      Janet Wootton

Registered Charity No. 1153412

## About Music for Everyone

Music for Everyone's Founder and Director Angela Kay MBE is stepping down at the end of our 2021-22 season, and we are looking for a new inspirational leader to build on her considerable achievements.

Music for Everyone (MfE) is a registered charity based in Nottingham and for 36 years has established a strong reputation for providing people of all ages with opportunities to make music to a high standard, develop creativity and have fun, all within a dynamic and caring environment.

MfE runs music and singing workshops, short courses, regular groups and performance opportunities for over 2,000 participants each season – a third being young people under 18. Our public performances each season (pre-Covid) were reaching audiences of over 3,700. We have a number of community collaborations including school and youth projects and health initiatives. We also work with partners including Inspire (Nottinghamshire Music Hub), Nottingham City Music Hub, the University of Nottingham and Nottingham Trent University.

MfE has a trading subsidiary Bookwise that runs 3 successful second-hand book shops across Nottinghamshire, run by volunteers.

## Director of Music for Everyone - role

The role of Director of MfE is an exciting opportunity for an entrepreneurial and creative leader to take us into a new future. Reporting to the Board of Trustees, the Director will be the public face of MfE, responsible for its artistic and strategic planning, profile and management, with overall responsibility for the financial and operational effectiveness of the organisation.

We are looking for a candidate who will act as an ambassador for the charity and shares our enthusiasm for working in the artistic, not-for-profit sector and for enabling music-making to enhance lives by combining the achievement of high standards with fun and enjoyment.

## Job Description

### Leadership:

- Provide artistic and strategic vision for MfE and its future direction.
- Programme the annual season, selecting themes and/or key repertoire and choosing conductors/leaders in consultation with the Assistant Artistic Director and other music staff.
- Develop and present artistic, strategic and business plans to the board of Trustees for regular review



- Report to the Board on all aspects of the charity's activities at quarterly board meetings.
- Maintain a regular dialogue with the chair of Trustees and the chairs of the board's sub-committees.
- Oversee the enhancement of high standards across all artistic activities.
- Ensure the organisation is inclusive and welcoming, and reaches out to new participants and new audiences.
- Join in MfE music-making in some capacity e.g. conducting, playing an instrument, singing in a choir.



Stringwise course



Bandwise course

### Fundraising and partnerships:

- Develop and maintain long-term relationships with key partners to advance the artistic and educational ambitions of the charity.
- Lead funding and sponsorship bids for financial support.
- Secure donations from individuals and through supporters schemes and other initiatives.
- Maintain an effective working relationship with MfE's trading arm, Bookwise.

### Finance & compliance:

- Oversee the preparation of the annual budget, quarterly management accounts, and annual charity accounts working with MfE's treasurer, external accountants and MfE's General Manager.
- Ensure MfE is legally compliant and liaise with 'Making Music' and other bodies as necessary working with the General Manager.

### Staff and volunteer management:

- Lead and manage - with MfE's General Manager and the Assistant Artistic Director - a team of six staff and our regular freelancers, and oversee delegated responsibilities for the successful management of the day-to-day running of MfE.
- Oversee MfE's HR practices and ensure the regular performance review of staff.
- Ensure procedures are in place to encourage the recruitment and retention of volunteers.
- Line manage the Assistant Artistic Director and General Manager, who in turn line manage the other office and artistic staff. (See Organisational Structure on page 5.)



Open Voices perform extracts from *Les Misérables*



Summer School

Director - 2

## Marketing and Communications:

- Represent MfE in the press/media and at public events
- Direct and oversee the team's work to i) deliver all publicity and marketing objectives ii) maintain and develop audiences iii) maintain good communications with members, supporters and volunteers

## Person Specification

Music for Everyone's Trustees are looking for a candidate who has artistic vision and a passion for music, and is also able to manage a successful charitable organisation.

The job description is very wide-ranging and we do not expect candidates to have prior experience in every area of the work involved. Training and support can be provided.

Anyone interested in the role but unsure if their skills set is a sufficient match, should please contact us to have a conversation about it. We will welcome this sort of enquiry. Please phone or email our General Manager, Su, who will arrange a call with a trustee. (Email [su@music-for-everyone.org](mailto:su@music-for-everyone.org) or call Su's mobile 07853 415379).

## Essential Criteria

- Sustained practical experience of making music
- Passionate about music's ability to make a difference to people's lives
- Experience of planning and programming performances and participation projects
- Ability to inspire and lead staff, supporting the enhancement of individuals' talents and potential to contribute to MfE
- Understanding of arts management including business and financial planning
- Commitment to inclusion and equal opportunities
- Good professional networks

## Desirable Criteria

### Leadership

- Previous artistic leadership
- Experience of managing an organisation and working with trustees

### Fundraising and partnerships:

- Proven fundraising success with charitable grants, sponsorship and individual donors



Nottingham Chamber Singers and Nottingham Classical Players

- Able to demonstrate successful partnership development, including with non-arts sectors e.g. health, education, local authorities
- Knowledge of Music Hubs and relevant UK music support organisations and funders

#### **Staff and volunteer management:**

- Experience of managing and developing staff
- Knowledge of HR procedures and best practice
- Experience of engaging with volunteers

#### **Marketing and Communications:**

- Confident public speaker in variety of settings
- Experience in marketing, publicity and audience development

## Remuneration and Terms

The post is offered on a permanent full-time basis, open to flexible working. Some weekend and evening work will be required. A salary of £35,000 - £40,000 per annum is offered based on a candidate's qualifications and experience.

MfE operates and contributes to an auto-enrolment pension scheme.

The post will be based at MfE's office in Nottingham, and there is also the flexibility of working partly from home. Travel will be necessary around the East Midlands and nationally, for which expenses will be paid. The post is subject to a 6 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.

## 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

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: Su Evans, General Manager, Music for Everyone, 10 Goose Gate, Hockley, Nottingham NG1 1FF or email [su@music-for-everyone.org](mailto:su@music-for-everyone.org) and reference 'MfE Director'.

The closing date for applications is **Wednesday 9th February 2022 at 12 noon.**

Interviews will be held over **Thursday 24th and Friday 25th February** and candidates will need to attend on both days. There will be opportunities to meet staff and trustees and also visit some MfE groups in rehearsal on the Thursday. Formal interviews will take place on the Friday.



Youth String Orchestra performing at Nottingham's Albert Hall

# MfE Organisational Structure - January 2022

