



Choral Manager

Candidate Information
April 2024

What is Liverpool Philharmonic?

Liverpool Philharmonic enhances and transforms lives through music.

At the heart of our work is the critically-acclaimed Royal Liverpool Philharmonic Orchestra (the UK's oldest) and Choir; an extensive programme of participatory work with young people and others across our community; and presentation of almost 400 concerts and events each year at our home, Liverpool Philharmonic Hall.

Liverpool Philharmonic is rooted in our city.

We are central to Liverpool's cultural offering, being the largest music organisation and one of the largest cultural organisations in the city, employing over 240 people. As well as our work in Liverpool our Orchestra represent the city with performances and broadcasts across the UK and around the world.

The city's young people are a central focus of our work. Our In Harmony programme provides an intensive, daily music-making programme for over 1750 children in Everton and Anfield, North Liverpool, and we run more than 5,000 workshops and events in community settings for all ages across the City. The Liverpool Philharmonic Youth Company provides a range of opportunities for music making for young people, including the Liverpool Philharmonic Youth Orchestra, Liverpool Philharmonic Youth Choir, Children's Choirs, and Rushworth Young Composers programme. We work in partnership with the Mersey Care NHS Foundation Trust delivering programmes which support people in the Liverpool city region living with a range of mental health needs.

Liverpool Philharmonic is committed to diversity and inclusion.

We work hard to reach right across our community through our learning work, and concert programme.

We attract world class artists to perform at Liverpool Philharmonic Hall and our small venue, Music Room, with a diverse programme of performances ranging from classical, contemporary, rock, pop, folk, roots, and jazz to comedy, film and spoken word. We work with many organisations and cultural partners in the City to ensure that the artists and performances we put on stage, and the audiences we attract truly represent our community.

And we are working hard to ensure that our workforce is a diverse as possible.

Liverpool Philharmonic reaches more people than any music organisation outside London.

Over 350,000 people attend Liverpool Philharmonic concerts each year.

73,000 young people participate in our Youth Company and associated ensembles, attend concerts or take part in our In Harmony programme.

Around 900,000 people in 92 countries listen to our recordings each month on Spotify, more than any UK orchestra outside London.

Over 18,000 people have benefitted from our music and mental health programme over the last 15 years.

What is the role?

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- **Title:** Choral Manager
- **Department:** Artistic Planning (Orchestra & Ensembles)
- **Location:** Liverpool Philharmonic Hall or any reasonable location dependent upon the requirements of the post
- **Responsible to:** Artistic Planning Director (Orchestra & Ensembles)
- **Contract:** Full time, permanent

Principal Role

The Choral Manager will lead the delivery and development of the Royal Liverpool Philharmonic Choir (RLPC) programme of rehearsals, concerts, and other choral activity as may be developed. The postholder will ensure that activity is planned, budgeted, and delivered in line with the business plan.

Key Responsibilities

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- To work closely with the Director of Choirs and Singing to plan the schedules for rehearsals, workshops, and other choir activities. This includes the management of RLPC auditions/reauditions and may also include setting up/co-ordinating singing lessons times when required.
- To work with the Director of Artistic Planning (Orchestra & Ensembles) to plan the advance work for the RLPC and set/manage the budget for the choir which includes the collection of membership fees.
- To support and book/liaise with freelance staff such as the choir accompanist and vocal coaches.
- To maintain accurate membership and attendance records and to be the first point of contact for members and new applicants; it is the duty of the Choral Manager to decide and deliver action for handling unexplained absences and to manage agreed leave of absence in consultation with the Director of Choirs and Singing.
- To be the conduit between the Choir Consultation Group (RLPC members) and the Society, including the provision of clear communications to and from the choir through verbal announcements and regular newsletters. Attending their group meetings to represent the management as required, and supporting any governance processes.
- To work with colleagues in the Learning team when the RLPC perform with the youth choirs; this role will require an appropriate level of DBS check, safeguarding training, and necessary licences to comply with current legislation and Liverpool Philharmonic's Safeguarding Policies and best practice.
- To support the two volunteer RLPC librarians and links with the Liverpool Philharmonic Library team to ensure music parts are prepared and available in good time ahead of rehearsals.
- To manage all aspects of planning and logistics for all RLPC performances, which will include working with teams internally and externally as required.
- To manage travel/accommodation arrangements when there is work outside the City Region of Liverpool.
- To encourage the RLPC members to provide material for social media and other publicity as needed by the Society's marketing team. This will include checking website information is correct and current.

- To provide data and information when needed for funding applications and reports.
- To ensure that all Health & Safety policies are understood by the choir and that if there are issues arising that they are reported and dealt with immediately.
- To be present at all rehearsal and concerts unless by prior agreement with line manager.
- To work with the Artistic Planning Director and Director of Choirs and Singing to develop external engagements, tours, and recordings; the Choral Manager will be responsible for negotiating choir fees, travelling with the choir, liaising with promoters and other bodies as appropriate.
- The Artistic Planning Director will set objectives for the postholder annually and they will appraise performance on an annual basis.

In addition, the post-holder may be required to undertake other reasonable duties commensurate with their status and abilities and depending upon the requirement of Liverpool Philharmonic.

Person Specification

The successful candidate is likely to be able to demonstrate the following:

Criteria	Essential	Desirable
Knowledge / Experience		
Has experience of managing adult volunteers	**	
Ability to read music, understand scores, and have a wide knowledge of the symphonic choral repertoire	**	
Respect confidentiality and exercise discretion and is aware of data protection requirements	**	
Be passionate about all things choral, especially the symphonic /choral concert repertoire and contemporary music	**	
At least 2 years' experience of managing a choir and recruitment/auditions and will have a working knowledge of the UK choral scene		**
Has experience of handling, setting, and reviewing budgets		**
Skills / Abilities		
Has excellent interpersonal and communication skills to inspire a committed choir and is both a team leader and team player	**	
Be able to prove their commitment to Diversity and Inclusion	**	
Have good organisational skills and manages time well, and has the initiative to be a strong self-starter	**	
Demonstrate their vision for how choirs can thrive in the future	**	
Fluency with Microsoft Word, Excel, Google Docs, etc., and able to take meetings in person and via Zoom/Teams; training will be provided for the OPAS software system for storage of records	**	
Able to assist with music score preparation and has an understanding of editions and copyright		**
Hold a formal music degree or at least other equivalent qualification		**

Key Information

- **Salary:** £27,500 per annum
- **Employment type:** Full time, permanent
- **Hours of work:** The standard contracted hours for this post are 35 hours per a week. There will be a requirement to undertake frequent evening and weekend hours, and this will be included in the post's 35 hour working week. Hours of work will be driven by the choir rehearsal / concert times with additional hours in the office / working from home as needed. The postholder must be able to work flexible hours including weekends and evenings.
- **Place of work:** Liverpool Philharmonic Hall or any reasonable location dependent upon the requirements of the post
- **Holidays:** 26 days (pro rated) plus bank holidays

What benefits are offered?

Complimentary staff tickets

Complimentary staff tickets are available and employees are encouraged to attend events.

Health Cash Plan

Following two years' service you will have access to a health cash plan with an award-winning supplier. This provides cash back towards everyday healthcare bills and a range of other wellbeing benefits.

Pensions

Access to a Group Pension scheme whereby employees are auto enrolled and can enjoy employer contributions.

Training and Development

We offer a dedicated training and development fund to support the growth and progression of our employees.

Service Awards

Employees are provided with additional time off and cash incentives at various long service milestones.

Discounted Staff Parking

Access to half price parking for employees who choose to drive in to work.

Rail and bus services

Access to the Mersey travel Season Ticket enabling the cost of annual season ticket to be spread over a period of 12 months. Discounted monthly travel on Arriva bus services.

Cycle to work

Cycle to Work Scheme that offers discounts on a bike and accessories, with the cost spread over a period of 12 months.

How to Apply

Please [click here](#) to submit your application.

You will be required to input your personal details and then asked to complete the required information.

You will also be asked to add a supporting statement, which can be a maximum of 500 words detailing how you meet the requirements of the job (that does not include any personal details such as your name, date of birth, gender, address or phone number).

If you require any support with this process, please contact recruitment@liverpoolphil.com

Applications are due at 12 noon Friday 19th April 2024. No applications will be accepted after this time.

All applicants must have the right to work in the UK.

Interviews

Short-listed candidates will be invited to attend an interview on Monday the 29th April at Liverpool Philharmonic Hall, Hope Street L1 9BP

Equal Opportunities Statement

Liverpool Philharmonic is committed to striving to represent modern Britain in all its diversity. Liverpool Philharmonic is committed to equality of opportunity and welcomes applications from all suitably qualified candidates, irrespective of age, disability, gender reassignment, marriage and civil partnership, race, religion or belief, sex or sexual orientation. In seeking to be representative of the Liverpool city region, applications from members of minority ethnic groups are particularly welcome as they are currently underrepresented within the creative industry. The appointment will be made on merit with independent assessment, openness and transparency of process.

LIVERPOOL PHILHARMONIC

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The work of Liverpool Philharmonic is supported by:

