



INFORMATION PACK for CLASSICAL SHEFFIELD COORDINATOR



Deadline for applications

9.00am Wednesday 7 July 2021

Interviews w/c 12 July

We want to be representative of all sections of society and actively welcome candidates who are currently under-represented in the arts: with a Black or ethnically diverse background, self-identifies as LGBTQIA+ and/or self-identifies as disabled.

Classical Sheffield:

Classical Sheffield aims to present More Music in More Places to More People

We want to bring together all of the classical music being made in Sheffield and the surrounding area, as well as the people making it happen, and share it with everyone. Sheffield and its locality is home to a wealth of orchestras, choirs, soloists, conductors, composers and young musicians, and Classical Sheffield is the focal point with over 60 member organisations representing the thousands of music-makers in the city.

Our aim is to bring the amazing music-makers in the area together to present classical music to more people and in more places. As a collective we've held three hugely successful Sheffield-wide Classical Weekend festivals, supported by Sheffield City Council, Arts Council England and other funders. The last one in March 2019 reached over 10,000 people, introducing classical music to thousands of new audience members.

"I'm not a hardcore classical music buff but Classical Sheffield festivals are some of the best weekends ever. I'm proud of the city and its music-makers."

(audience member, Classical Weekend 2019)

Classical Weekend 2021 had to be postponed, so Classical Sheffield commissioned the creation of a video montage featuring its members, which was released on what would have been the first day of the Classical Weekend Festival in March. With local conductor and arranger George Morton a 'Steel City Celebration' video was created, in which everyone involved with Classical Sheffield was invited to take part.

The next Classical Weekend will take place on 17-19 March 2023, giving Classical Sheffield and its members time to plan a fantastic sharing of music-making together across the city to celebrate its 10th anniversary. Between now and then, we want to support our members get back to making music.

Classical Sheffield Coordinator

Key Qualities

This role is intrinsic to connecting with all our members, from big choirs with large committees to small groups that meet occasionally in homes. We want to continue developing deeper relations with current members as well as engage with under-represented groups, facilitating unique musical events through collaborations with groups that perform a variety of musical styles, such as brass bands, folk and music from different cultures.

We are looking for someone who can continue to lead on producing the next Classical Weekend, supported by the Trustees and working closely with the Chair. Ideally, we would like to appoint someone who has concert or similar event management experience, whether paid or voluntary. A willingness to work in collaboration with our many members is vital, establishing connections and supporting them in both the creation of the next festival and general day-to-day liaison. A knowledge of the Sheffield music scene is desirable, as is attention to detail, excellent written and verbal communication skills and a proficiency with computers. We are looking for someone who is enthusiastic and cheerful, able to work independently as well as alongside trustees. A person who is flexible and adaptable, with patience and a sense of humour, will fit in well with Classical Sheffield and made to feel very welcome.

Job description

Coordinate

- Actively build good relationships with all members of CS, and generate partnerships with promoters, venues, music-makers, civic and community organisations and other stakeholders, giving agency to members to make more music in more places with more people.
- Contribute to planning and delivering specific activities and projects, as agreed with trustees.
- Maintain and update a plan of year-round Classical Sheffield-led activity as well as the festival.
- Establish, maintain and share knowledge of artistic plans and activity of CS members and other organisations in the city, both confirmed and planned, to support joined-up forward planning; and identify and facilitate opportunities for collaborations and joint working.
- Get to know music-makers beyond the CS network, make connections and increase the inclusivity of CS programming, thereby making the most of all Sheffield's musical resources.
- Assist trustees to convene conversations and facilitate communication between music-makers and promoters, so that the network is better informed and members' needs are more clearly understood.
- Co-ordinate any printed materials as needed.
- Regularly report activity and make any recommendations to the Chair of Classical Sheffield.
- Liaise with the CS Digital Officer for the CS website and related online activity.

Administrate

- Service the board of trustees by making the meeting arrangements (venue/online) take and circulate minutes, and maintain records and data.
- Service the Annual General Meeting, liaising with the Chair on the planning process and distributing documentation to all relevant people in a timely manner beforehand and afterwards.
- Liaise with the Treasurer regarding the annual membership subscription process, ensuring the invoices are sent for the correct amount to the right contact for each member.
- Respond to enquiries from members (new and existing), and channel to the relevant trustee or sub-group if required.
- Respond to any external enquiries, and make sure new members are signed up correctly (invoiced and able to access the members' section of the website, etc).

General

- Support the Finance & Fundraising sub-group and trustees with making applications to funders
- Ensure compliance with the requirements of any funding bodies (logos, reporting, etc)
- Support and service the private Facebook group for members, with the Chair and Digital Officer
- Act as an advocate for Classical Sheffield to support the development of strategic partnerships
- Any other duties as required that are consistent with the general principles of this job description

Remuneration

£4,800 per year, payable in 12 monthly payments of £400, on submission of an invoice together with a brief report of tasks completed and/or services rendered. It is anticipated that this role requires on average 7 hours a week, acknowledging that some times of year will be more busy than others. More time is likely to be required in the run-up to Classical Weekend 2023, and this will be remunerated accordingly.

How to Apply

Send a copy of your CV (maximum 2 pages) and a covering letter (maximum 2 pages) detailing why you are a suitable candidate for the job with reference to the Job Description to Jo Towler, Chair of Classical Sheffield: c.classicalsheffield@gmail.com

OR

Send a video of no more than 3 minutes in length detailing why you are a suitable candidate for the job with reference to the Job Description to Jo Towler, Chair of Classical Sheffield: c.classicalsheffield@gmail.com

For a conversation about the role, please contact Jo Towler: c.classicalsheffield@gmail.com

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