

THE CARICE SINGERS

Registered Charity, no, 1170689

Conductor & Founder: George Parris
Charity Trustees: Daniel M. Grimley, David Hodges, Camilla King
Paul Spicer, James Synge, Madeleine Tattersall

FREELANCE EMPLOYMENT JOB SPECIFICATION

ROLE: PRODUCER

Answerable to: Artistic Director and the Board of Charity Trustees

Commitment: An average of 10 hours per week, to include attendance at the majority of The Carice Singers' events

Remuneration: £7,200 per annum (£600 per month)

Probationary Period: 3 months, followed by a feedback session

NB the freelancer receives the above remuneration as part of their self-employed status, and is therefore solely responsible for their own income tax.

ROLE OVERVIEW

Coordinating the logistics of rehearsals, concerts, and recordings and working closely with the Artistic Director, Marketing and Communications Coordinator, and singers so that the ensemble operates smoothly and with professionalism at each and every event.

BACKGROUND

Since its founding in 2011, The Carice Singers has emerged to have a distinctive voice among the UK professional vocal ensemble arena, with a track record of superb performances and imaginative programming. Named after Elgar's daughter and begun in the shadow of the Malvern Hills, it exists as a charitable organisation which works for its audiences and strives to support musicians as they embark on freelance careers.

The choir operates on project-based terms covering both the rich tradition of music found in the British Isles and reaching out to other cultures that can enrich our own. This follows George Parris's studies at the Sibelius Academy in Helsinki and time observing choirs across Europe which has provided new perspectives and a sense of adventure to his work.

Now in its second decade, The Carice Singers is at an incredibly exciting stage in its development. The Producer will be jumping straight into planning and coordinating the next season of concerts and workshops that follows the momentum of a busy and eventful post-pandemic renaissance. The role also has the scope to develop and change according to the post-holder's interests and skill set, and the charity's ambition to at some point have a General Manager.

MAIN DUTIES

- Liaising with venues/promoters to agree timings of rehearsals, equipment/lighting requirements, and secure artists' changing facilities.
- Booking rehearsal venues and being the point of contact with the rehearsal venue re. set-up, equipment needed, and invoices.
- Arranging transport for the ensemble, and gathering artists' information such as dietary requirements, and passport details (if needed).
- Creating an artists' schedule for each project containing details of venues, travel arrangements, sponsor events, and other details deemed necessary.
- To be the contact for all artists during the projects and be the receiver of communications about timings or any other issues.
- To attend and provide on-the-day support/management at the majority of events, including rehearsals, recording sessions, workshops, and concerts.

OTHER DUTIES

- Assisting with the arranging of advance ticketing and marketing for the ensemble's own concerts.
- Working with the charity trustees on tasks relevant to the role and attending quarterly trustees' meetings when possible.
- Assisting with the organising and occasionally attending Supporters' events, in part so that the post holder meets and interacts with those to whom the charity owes its continued existence.

POSSIBLE EXTRA DUTY (TO BE NEGOTIATED):

- Assisting with fundraising by coordinating applications to trusts and foundations and applying any relevant previous experience to this task.

OTHER NOTES

The above role would not be based at any premises, although some data and correspondence will naturally require a degree of privacy.

While there is no fixed schedule for the hours and a degree of flexibility is appreciated, some regularity and some evening/weekend work is requisite.

The post-holder will have the option of using a private Carice Singers email address and separate G-suite inbox and calendar with which to complete the above duties. The post-holder will also have access to the charity's database (Google Drive) and is expected to use this existing database for all work pertaining to this role.

The above role may require the post-holder to go through relevant Safeguarding checks and expects the post holder to work to professional standards of practice and behaviour.

PERSON SPECIFICATION

Essential

- Educated to degree level, or with equivalent work-based experience.
- Strong organisational and administrative skills with ability to plan and deliver multiple projects in a timely and efficient manner.
- High level of written and oral communication skills.
- Ability to work to a budget.
- Good IT skills including proficient use of Word, Excel, databases and other technology.
- A genuine interest in and commitment to work for an emerging charitable arts organisation and the initiative to contribute to its development while in the role.
- Access to a car and a full driving licence.

Desirable

- Knowledge or experience of working within classical music and / or event teams.
- Experience or awareness of charitable fundraising, especially in the arts sector.
- Local knowledge of either Warwickshire, Worcestershire and / or the Cotswolds.
- A First Aid qualification.

The Carice Singers welcomes applications from all backgrounds.