

THE PURCELL SINGERS

PRESIDENT: SARAH WALKER CBE



Events and Administration Manager

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One of London's leading chamber choirs, The Purcell Singers was formed in 1994 by conductor and organist Mark Ford. We have performed extensively in London venues including the Queen Elizabeth Hall, St. John's Smith Square, St. Martin-in-the-Fields, St. James's Piccadilly, and Southwark and St. Paul's Cathedrals. We have also travelled extensively within the UK and Europe, including tours to France, Germany and Italy. We have participated in a number of festivals, including the Brighton, Hurst and Howden Festivals; the Brandenburg Choral Festival; and the Langen Festival in Frankfurt. In May 2011 the choir was awarded 'Best Classical Performance' at the Brighton Festival. The choir's President is Sarah Walker CBE.

Our repertoire is wide, ranging from Gibbons to Tavener, via Bach, Howells, Poulenc, Barber and Britten, and we have developed a particular reputation for championing unusual late romantic works, notably those of the German composer Georg Schumann.

The choir has so far recorded four classical albums, including two première discs of works by Georg Schumann, the first of which was Gramophone Magazine's Critics' Choice in January 2002, and the second also described as a "hugely impressive disc" (Gramophone). Our recordings have been frequently broadcast on the radio, and we have appeared on television.

We are also active in session work, and can be heard on the cast album of Mary Poppins (the original West End production). We have recorded several discs for film and television at Angel Studios, as well as numerous film trailers at Abbey Road and Air Studios. You may recognise some of these tracks from the trailers for films such as King Kong, War of the Worlds, The Island, The Da Vinci Code, and Spider-man 3. More recently we recorded Hans Zimmer's soundtrack for Madagascar 2 and some numbers for the West End production of Flashdance – The Musical.

'The 44-strong choir produced a coherent and well-balanced sound... Mark Ford's commendably restrained conducting let the music unfold as it wanted to, without forcing it in any particular direction. The soloists were outstanding.' Andrew Benson-Wilson, Early Music Review

'The Purcell Singers are an exemplary group, perfectly balanced, warmly focussed and totally committed to this deliciously attractive music [Georg Schumann].'
Gramophone

www.purcellsingers.org

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Role overview and key responsibilities

As the choir prepares to celebrate its 25th Anniversary in 2019, The Purcell Singers trustee board is looking for a freelance **Events and Administration Manager**. The part-time role, which is expected to average around 1 day per week, involves management of administration and logistics relating to concerts, recordings, education projects and tours.

Providing general administrative support is a key part of this role and you will be required to attend meetings of the trustee board which take place around six to eight times per year, plus fortnightly progress meetings with the Chair of Trustees. The administrative work will include keeping the choir's website up-to-date; monitoring and contributing to social media; fielding requests from prospective choir members; and maintaining efficient, accurate and up-to-date paper and electronic records in accordance with data protection laws.

You will work closely with the Chair of Trustees to help carry out the choir's strategic priorities, which at present are the following:

- (a) An exciting schedule of around six concerts/events for the 2017-2018 season.
- (b) Formulating and implementing a marketing plan for the choir's specialism in commercial recordings, particularly for film music.
- (c) Coordinating a classical CD recording during 2018 and re-releasing the choir's most popular CD recording.
- (d) Fundraising for, and planning, the choir's 25th anniversary events, including concerts, workshops and an education project.
- (e) Advertising the choir to a range of appropriate choral festivals.

You will also be responsible for coordinating choir rehearsals and concerts, including liaising with and booking venues; arranging music hire; managing choir members' access to music scores; monitoring choir attendance; dealing with invoices, receipts and petty cash; occasional stage management duties; overseeing the front of house provision at concerts; and keeping the choir and trustee board up-to-date with progress.

The Purcell Singers is a high-quality and dynamic choir with exciting plans for the future. For the right applicant there is scope to make a huge difference to the choir's activities and profile, and potentially to expand the role itself as the choir's reputation grows both nationally and internationally.

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Person Specification

The role is ideal for a person looking to develop a solid grounding in arts administration or an experienced administrator seeking flexible part-time working. We would like someone who is highly committed to the role and able to take the lead on implementing the choir's strategic priorities, especially the 25th Anniversary projects (aiming for around six choir events per year).

The following attributes are essential:

- Strong organisational skills and the ability to manage a busy, varied workload and multiple deadlines, working under own initiative.
- Excellent written and oral communication skills
- Availability for and commitment to the role
- Outstanding attention to detail
- Personable approach to team working and able to cultivate good professional relationships
- Practical and positive approach to administration, in particular record keeping

The following attributes are advantageous:

- Enthusiasm for choral music and music education
- Experience of concert management
- Awareness of legal responsibilities relating to data protection
- Experience using Microsoft Office software, Squarespace, Facebook and Twitter.

Terms

The freelance role of Concerts and Administration manager is part-time for an average of 1 day per week with flexible working patterns available. Due to the nature of the role there are occasional evening and weekend commitments to attend rehearsals, concerts, workshops and events. Attendance at regular meetings in London is required.

The role involves the freelance provision of services to the choir and is not an employed position. As post holder you will therefore be expected to carry out the work using your own equipment (including computer and mobile phone) and office space is not provided.

The fee is expected to be around £90 per 7.5 hour day but is negotiable depending on experience.

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How to apply

Applicants should send an up-to-date CV outlining their relevant experience and a short covering letter outlining their interest and suitability for the role to John Slack, current Choir Administrator, at john@purcellsingers.org.

The closing date for applications is **Thursday 31st August 2017 at 5pm**.

Shortlisting and interviews will take place during the first few weeks of September. Shortlisted candidates will be asked to provide details of two appropriate referees.

We are looking to appoint someone who is able to start work by the beginning of October 2017 at the latest.

If you are interested in applying but would like to find out more first or have any questions, you are very welcome to contact Laura Oxley, Chair of Trustees, for more information at laura.oxley@outlook.com.