



Restless Love, The Old Fruitmarket, Glasgow, 2017

Hebrides Ensemble is seeking a General Manager to take responsibility for both strategic planning and day-to-day operations of the Ensemble.

Hebrides Ensemble, based in Edinburgh, is a collective of world-class musicians from the UK and Europe, renowned for its quality of performance, commitment to new music, and diversity of repertoire from across the contemporary and classical music genres.

With a 30-year track record of festival engagements and tours, acclaimed recordings and educational work, Hebrides Ensemble is looking to its next 30 years with a renewed focus on the accessibility and sustainability of its work, its responsibility to nurture and support the next generation of composers and performers, and always maintaining a commitment to engaging and inspiring performance.

As the Ensemble navigates the post-pandemic landscape, we are looking forward to demonstrating the vibrancy and relevance of chamber music in a way that is sustainable – economically and environmentally – and accessible to all. We are finding new ways to shine light on our programming choices, improving how we contextualise and promote our work, and building new and closer relationships with our audiences. This guarantees to be a fascinating period in which to be a part of the Hebrides Ensemble team, and a unique opportunity to help shape our development at this extraordinary moment in time.

The General Manager, alongside Artistic Director William Conway, is responsible to the Board for all leadership and operational aspects of the Ensemble's activities, working within the framework of the objectives set by the Board.

## THE ROLE

Reporting directly to the Board of Trustees and working closely with the Artistic Director, the role of General Manager will suit an exceptionally organised, self-motivated individual with a passion for classical music.

Responsible for both short-term project delivery and long-term planning, this is a wide-ranging role that rewards those who love to make things happen, and who can see a project through every step of the way from initial idea to musicians on the stage.

Working with the Artistic Director, the General Manager is responsible for bringing ideas to fruition through effecting fundraising, planning and production, while ensuring the operational side of the organisation runs smoothly and effectively.

The successful candidate will be confident advocating for the Ensemble and enjoy building positive, collaborative relationships with partners, funders, promoters and of course our musicians themselves.

## TERMS

This contract is initially offered on a self-employed basis for six months from September 2021 with a view to extension and moving to employment subject to funding.

The contract is offered on a monthly fee in the region of £2250 with expected working hours in the region of 4 days per week which may be worked flexibly, including evenings and weekends when required during performance projects. Job sharing arrangements may be available for suitable candidates.

This role will be conducted from the successful candidate's home. Candidates not based in Edinburgh should expect to travel there on a regular basis.

## JOB DESCRIPTION

Main purpose of the job

Leading the organisational and strategic development of the Ensemble, working with the Artistic Director and Board.

Strategic Development & Planning

- Lead the strategic development of the Ensemble, including formulating, implementing, overseeing and/or monitoring the programming, marketing, digital, international, fundraising and education strategies, in consultation with the Artistic Director and Board.
- Provide annual project plans and updates for Board meetings as appropriate.
- Identify possible sources of work for the Ensemble in Scotland, the rest of Britain and abroad, establishing and maintaining contact with tour promoters, festival

organisers, academic institutions, broadcasting organisations, recording companies, etc.

- Negotiate (or oversee the negotiation of) fees and contracts with players, composers, promoters and venues.
- Undertake timely planning and concerts management to ensure the Ensemble's work is of the highest standards, including overall responsibility for operational aspects of concerts, rehearsals and other events

#### Finance and management

- Ensure that proper financial systems are maintained to provide effective financial management of the company's accounts; monitor income and expenditure; ensure prompt payment and receipt of all expenditure and income.
- Provide accurate and up-to date financial reports and project and annual budgets for appropriate meetings of the Board.
- In consultation with the Chairman, make arrangements for meetings of the Board and all necessary statutory arrangements for the AGM/General Meetings, including the timely writing, preparing and circulating of any necessary papers and minutes
- Have operational responsibility for meeting legal obligations required as a business, a charity and an employer, including timely preparation and filing of annual accounts and returns
- Recruit and line manage all staff or freelance workers as required

#### Fundraising

- With assistance from the Artistic Director, maintain and increase the level of funds raised from current and potential funders, including Creative Scotland and trusts and foundations.
- Prepare applications and reports in good time in order to raise funds and comply with funders' and sponsors' requirements.
- Seek and maintain commercial and personal sponsorship.
- Develop excellent relationships and act as lead contact with all funding bodies and sponsors.

#### Marketing

- Lead the strategic marketing of the Ensemble.
- Work with appropriate marketing professionals to devise the Ensemble's marketing strategy and oversee the promotion of the Ensemble's work.

#### Other

- Any other reasonable duties as required.

## PERSON SPECIFICATION

This is a wide-ranging role and a willingness to apply oneself to a variety of tasks and seek help when needed is more important than hands on experience of every area listed in the description above. However, we have outlined some specific areas below which we will be looking for in the successful candidate:

### **Essential**

1. Experience of writing and/or reporting on funding applications, particularly public funders (Creative Scotland/Arts Council England)
2. Confident with financial monitoring and budget preparation
3. Outstanding communication skills with the ability to rapidly build positive working relationships with a wide variety of artists, partners, promoters and funders
4. Proven project management skills including hands-on concert management, planning and production experience
5. Ability to manage multiple priorities, work to deadlines and respond well to pressure
6. Ability to work independently and take initiative
7. Creative and innovative thinker with the ability to think quickly and find imaginative solutions

### **Desirable**

8. Understanding and awareness of the classical music landscape in Scotland, with a particular interest in or knowledge of contemporary music
9. Interest in or knowledge of education and artist development programmes, particularly at pre-professional level
10. Understanding and knowledge of issues surrounding equality, diversity and inclusion in the performing arts

## **HOW TO APPLY**

Please send a CV and covering letter (maximum two sides of A4) to David Mowle, Chair, on [chair@hebridesensemble.com](mailto:chair@hebridesensemble.com) by 19 July 2021. Interviews will be held in Edinburgh or over Zoom on 4<sup>th</sup> and 5<sup>th</sup> August.

For an informal discussion about the role please contact Kate Whitlock, General Manager on [kate@hebridesensemble.com](mailto:kate@hebridesensemble.com) or 07763973842