



General Manager

Location: ideally London-based, remote working in the UK, with frequent visits to rehearsals and London-based concerts

Type: Full-time, freelance (with a view to PAYE in the future)

Start Date: September/ October 2026

Application deadline: Friday 21 August 2026, 5pm UK

Salary: £35,000 - £45,000 (dependent upon experience)

Interview dates: Wed 26 or Thurs 27 August 2028

The role

The General Manager is a recently created role to manage The Tallis Scholars, and to work alongside Peter Phillips. Leading on all planning and management of the ensemble, the General Manager will be a key contact for the singers, as well as international agents, and will co-ordinate with Peter Phillips on fixing singers for all projects. The role will also oversee day-to-day financial management of the group.

Job requirements:

- General Management of the ensemble, including diary management
- Develop future strategy for the group
- Sourcing UK concert dates
- Liaising with local agents, and external contacts and stakeholders
- Fixing of the singers
- Singer management, communication, and annual meeting
- Management of company finances inc. budgeting, invoicing and everyday account management
- Travel and hotel bookings as required
- Creating and sharing itineraries
- Obtaining visas
- Sourcing music
- Booking rehearsal venues

- Attending concerts
- General administration

What we're looking for

We are looking for an individual who has:

- At least 4+ years prior experience in arts administration
- Exceptional organisational and time-management skills, with the ability to manage multiple ongoing tasks
- Strong communication skills – confident and professional in person, via email and on the phone
- Excellent attention to detail
- Knowledge and experience of international touring (note, that this role does not tour with the group)
- Knowledge and experience of working with budgets, and financial management
- A proactive, solutions-focused mindset and the ability to anticipate needs
- Confident working independently
- Friendly, empathetic, patient and adaptable
- Comfortable using digital tools, software and social media

Desirable:

- A background in classical music (whether through study, work, or performance)
- Experience of securing concert engagements
- An enthusiasm and knowledge of choral music
- Foreign language skills
- London based

Why join The Tallis Scholars?

- An opportunity to work directly with world-class artists touring globally
- Creative opportunities
- Flexibility over working hours and place of work
- Occasional travel and opportunities to attend concerts and events

To apply for this position, please submit a CV and a covering letter addressed to Peter Phillips, before the deadline to: operations@thetallisscholars.co.uk.