

We are committed to delivering an unparalleled celebration of the performing arts, which brings some of the most exciting and creative artists working today to audiences from around the world.

**Chorus Manager**

To administer the Edinburgh Festival Chorus, including managing rehearsals, auditions and performances.

**Edinburgh International Festival Equality and Diversity Commitment**

The Edinburgh International Festival is an equal opportunity employer, and we value diversity. We believe that an inclusive culture is the foundation for a successful workplace, and we strive to grow our diverse representation across our staff, our artists, and our audiences.

We are collecting data to measure the effectiveness of our recruitment methods, to ensure that they are fair. We strive to ensure our opportunities are accessible to people from all backgrounds.

We actively encourage applications from currently under-represented groups. We have identified ethnic minority backgrounds, and disabilities as the key areas we would like to focus our recruitment efforts in.

**Disability Confident Employer**

We’re committed to creating a workplace where everyone feels like they belong. We want to make our recruitment practices as inclusive and fair as possible, and as part of that, we have joined the Disability Confident scheme, this is a government scheme designed to help us make the most of the talents of those with disabilities and/or health conditions in the workplace. All applicants with a disability who meet the minimum requirements of the job as set out in the job description are guaranteed an interview.

**Rooney Rule**

We are building a Festival team that is able to understand the needs of and effectively communicate with the whole of our diverse community. We want our team to reflect the diversity of the wider population. This includes the representation of people from ethnic minority backgrounds and we apply the Rooney Rule to achieve this.

Adapted from American football, this is a form of positive action. We recognise that our workforce does not reflect our wider communities, in terms of people from ethnic minority backgrounds. Subject to consent from our equality and diversity form in Team Details, out of the candidates who meet the essential selection criteria for the role and who are from an ethnic minority background, at least one will be shortlisted for the next stage in the recruitment process, which is usually an interview.

**Job Title** **Chorus Manager**

**Manager** **Head of Music Programme & Chorus Director**

**Department**  **Programming**

**Works with** **Chorus Director, Chorus Members, Accompanist, Planning and**  **Artistic Management**

**Job Purpose To administer the Edinburgh Festival Chorus, including managing rehearsals, auditions and performances.**

## **Responsibilities**

**Chorus Director**

* Provide first class administrative support for the Chorus Director.
* To be the main point of contact internally within the International Festival in relation to the Chorus Director.
* To generate correspondence for the Chorus Director as required.
* To arrange all travel / accommodation for the Chorus Director
* Book and manage professional and extra singers as required.
* Create and accurately maintain Chorus Member files and the database in accordance with GDPR regulations.

**Scheduling**

* Planning and generating the Edinburgh Festival Chorus schedule, in agreement with the Chorus Director and Head of Music Programme.
* Book rehearsal venues and arrange required setup and layout including seating arrangements, lighting, podium, refreshments etc.
* As required book Accompanists, Assistant Chorus Director, Language Coach.
* Co-ordinating and scheduling the Chorus Assistant to support rehearsals and performances as required
* Planning of Open Rehearsals and occasional extra events for Development, Marketing and Sponsorship purposes.

**Rehearsals & Performances**

* Attending all Edinburgh Festival Chorus rehearsals throughout the year and during the Festival period both in and out of Edinburgh, including the Glasgow augmenters section when required. Rehearsals currently run on a Tuesday evening September to June in Edinburgh, with some rehearsals in Glasgow on a Monday evening, plus occasional weekends.
* Attend all performances, ensuring Chorus members are present in good time, lined up as appropriate, and dress standards are met.
* Create seating charts for rehearsals and performances during the Festival in all venues in liaison with the Chorus Director.
* Monitoring Chorus Member’s attendance at rehearsals, maintaining registers in liaison with the Chorus Director, and addressing any attendance issues.
* Book travel for Chorus for any rehearsals/concerts outside of Edinburgh.

**Auditions**

* Planning auditions and recruitment to encourage membership of the Edinburgh Festival Chorus, including biennial re-auditions for all existing members.

**Budget & Strategy**

* Managing the Edinburgh Festival Chorus budget.
* Contribute to ongoing Chorus Strategy.

**Programming Projects**

* To line-manage other projects within the wider Programming Department remit as required

**Other duties**

* Manage the music requirements of the Edinburgh Festival Chorus and the music library, including hiring/purchasing music, managing the marking/preparing scores, creating bespoke editions and organising external hires as appropriate.
* Ensure accurate chorus listings are conveyed to all programmes.
* Generate and issue the Chorus Handbook.
* Organise any chorus benefits such as pre-priority and priority booking, the Chorus Party, payment of meal allowances where relevant.
* Confidently represent the International Festival’s core brand values and personality in all areas of your work.
* Undertake any other duties as directed by the Head of Music.

**Person specification**

**Essential**

* A working knowledge of classical and choral music
* Experience of working with volunteer performers.
* Good experience and a proven track record in producing and organising choral events within a Performing Arts organisation or relevant equivalent.
* Experience of building relationships with artists.
* The ability to cope under pressure, work flexibly, meet deadlines and be happy to work some periods of long hours and weekend work.
* A methodical, logical approach and attention to detail.
* The ability to make the most efficient use of resources and to operate within financial and other constraints.

**Desirable**

* Knowledge of the Scottish performing arts scene.
* Experience as a choral singer.

**Terms and Conditions**

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| **Working days/hours** |  | 21 hours per week, by agreement, Monday to Friday.  This role becomes full time during the Festival period in  August. This will require evening and weekend work.  Rehearsals currently run on a Tuesday evening between  September and June in Edinburgh, with some rehearsals  in Glasgow on a Monday evening, in addition to a few  weekend workshops throughout the year.  At peak times, and particularly immediately before and  during the International Festival, it will be necessary to  work outside standard hours and at weekends. |
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| **Working arrangements** |  | We are located in Edinburgh, where all roles are based. To support flexibility we have a Smarter working policy, and are open to discussions as we move through the recruitment process, please do not hesitate to ask any questions. |
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| **Contract type** |  | Permanent |
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| **Salary range** |  | £30,000 to £32,000 pro rata |
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| **Benefits** |  | [EIF-Employee-Benefits.pdf](https://edinburgh-festival.files.svdcdn.com/production/Documents/Policies/EIF-Employee-Benefits.pdf?dm=1749656584) |

As a result of the current immigration rules, this role is not eligible under the Skilled Worker Route. Job applicants will be expected to provide evidence of right to work in the United Kingdom or be able to obtain such.