



JOB DESCRIPTION

Job Title: Choir and Events Administrator

Reporting to: The Chair

1. The role

The role of Choir and Events Administrator of Finchley Children's Music Group is the primary administrative role within the charity. It also encompasses liaison with parents, the committee and music staff (particularly the Musical Director), as well as with external parties such as concert venues, promoters, etc. The specific duties are outlined below.

2. Main responsibilities

- To be the primary point of contact for FCMG for operational communications.
- To maintain the administrative records for the choirs and ensure that they are fit for purpose and up to date at all times.
- To liaise with parents, the committee and music staff as required.
- To respond to external client enquiries following direction from (or in collaboration with) line manager.
- To manage bookings of venues, coaches and whatever else might be required for rehearsals, concerts and other events.
- To manage the process of obtaining child licences from local authorities for external events if required.

3. Duties

Membership

- receiving and processing membership queries, both from existing and potential members
- maintaining the database of singer information
- obtaining information in relation to singers from parents and music staff and recording it in the FCMG records
- ensure data handling conforms to data protection regulations

Musical Director: Grace Rossiter President: Martyn Brabbins



Rehearsals

- maintaining regular communications with the Chair and Musical Director regarding the forward planning of all choir's activities. (Initially this will be several times per week)
- making all arrangements for rehearsals including booking the venue, communicating with singers and staff, arranging chaperones, covering all parts of rehearsal logistics
- ensuring that rehearsal information is displayed on the web site
- creating registers before the rehearsal and recording the attendance afterwards
- being the primary point of contact for parental queries at all times including at Sunday rehearsals

Events

- responding to external client enquiries in collaboration with line manager, and continue as the facilitating contact if the event goes forward.
- maintaining the to-do list for all FCMG events, or ensure that it is delegated to another person.
- maintaining up to date availability information, for rehearsals and the event itself, for singers taking part in events
- ensuring that the items listed on the event to-do list - e.g. booking venues, coaches, chaperones, refreshments - are completed in the timely way
- obtaining local authority performance licences for singers

General Administration

- being the primary point of contact by email and phone for all operational communications
- keeping staff, organising committee members and trustees informed of FCMG activities, and working with them, as necessary
- attending organising committee meetings
- attending trustee meeting as requested
- ensuring that choir biographies are kept up to date.
- providing news items for display on the web site
- providing new copy for the web site
- placing FCMG adverts in publications as requested
- providing the Treasurer with confirmation of valid expenses

Any other reasonable duties as requested by the line manager.



4. Terms and conditions

- Employed at FTE 0.9, predominantly working from home or shared office space with weekly visits to choir rehearsals on Sunday afternoons during term time. Holiday entitlement is 25 days plus bank holidays all pro rata to FTE 0.9. Holidays longer than two weeks require special permission from the Trustees; term time holidays should be avoided if possible and should not be more than 1 week.
 - The post holder will be expected to work for an average FTE 0.9 (33.75 hours per week) over 4 to 5 days during office hours (9am to 5pm) and including 3-3.5 hours on Sunday afternoon in order to liaise with singers, parents and music staff. Times may be flexibly arranged but must be agreed in advance. The jobholder must be flexible and able to attend occasional meetings with music staff and trustees in north London, often held in the evenings, as well as attendance at pre-concert rehearsals and concerts when required.
 - Remuneration: based on FTE of £24,000 to £30,000 commensurate with experience, i.e. £21,600 to £27,000 per annum pro rata. Any hours beyond those stated above to be agreed with the Treasurer to ensure the annual budget for administration is not exceeded.
 - A laptop and phone will be provided by FCMG. The post is entitled to home office expenses of £23.40 per month.
 - The Choir and Events Administrator must have or obtain enhanced clearance from the Disclosure and Barring Service (DBS). FCMG will manage the application process if required.
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PERSON SPECIFICATION

Experience, knowledge and skills

The person who will fill this role must be adept at computer use including email, spreadsheets, database use and documents all through cloud computing.

Essential

- Excellent organisational and time management skills
- Absolute attention to detail
- Adept at using online filing or database systems (training will be given)
- Advanced working knowledge of Microsoft Office
- Ability to work unsupervised and take responsibility

Desirables

- Experience of working in a music or arts-based environment
- Management experience and/or recognised management training
- Understanding of data protection regulations and management of data security
- Ability to write short bulletins
- Education to degree level
- Understanding of child protection and safeguarding requirements

Competencies

- Excellent oral and written communications
- Good interpersonal skills
- Efficiency, ability to prioritise

How to apply

To apply, please download the application form and send together with a covering letter explaining your suitability as a candidate to:
chair@fcmg.org.uk

Closing date: Thursday 9 December 2021

Interviews will be held on Thursday 16 December in North London

[November 2021]

Musical Director: Grace Rossiter President: Martyn Brabbins

Email: chair@fcmg.org.uk Tel: 07703 673291 Registered address: 76 St James's Lane London N10 3DF
Registered Charity No: 1160096



ABOUT FINCHLEY CHILDREN'S MUSIC GROUP

Background

FCMG was established in 1958 to mount a production of Benjamin Britten's children's opera *Noye's Fludde*. Britten became the choir's President in 1963 and his music continues to be at the heart of our repertoire. The group now comprises four mixed-voiced choirs for young people aged between 5 and 18, well known for their natural, vibrant vocal quality and high level of musicianship and professionalism. The choirs perform their own regular self-promoted concerts, and are frequently invited to take part in performances of larger choral works with professional choirs and orchestras. The Senior and Intermediate choirs are often asked to take part in recordings for the BBC, for Sing Up and also for commercial clients.

The choirs

Our Musical Director is Grace Rossiter who has been with FCMG for many years, initially as a singer while at school and in her current role since 2001. Grace oversees the musical decisions for all the choirs and regularly holds meetings with our musical staff. These are:

Beginner Choir

Conductor Hannah King
Ages 5-7 (KS1 at school).

Intermediate Choir

Conductor Rebecca Lodge, Accompanist Yau Cheng, Musicianship Tutor Ben de Souza
Ages 7-11 (KS2)

Senior Choir

Conductor Grace Rossiter, Accompanist John Evanson ('Bearded')
Soprano/treble and alto voices by audition only, girls to age 18, boys until their voices break.

Chamber Choir

Conductor Grace Rossiter, Accompanist John Evanson ('Bearded')
SATB by invitation/audition from Senior Choir, girls 15-18 and boys to age 18.

All choirs meet for rehearsals every Sunday afternoon during term time, at Brookland Junior School NW11 6EJ. There is a summer school for Senior and Chamber choirs each August, and occasional workshops for the younger choirs.

Governance

FCMG is a Charitable Incorporated Organisation. There are currently 6 trustees, all of whom are parents of current or past singers in the choirs. The trustees contribute to the running of the choir on a voluntary basis.

FCMG Highlights of the last decade



- 2011** • Steve Block *Solaris* World Premiere, conductor David Temple / Crouch End Festival Chorus / Barbican
 - Nigel Hess *Henry VIII* at Shakespeare's Globe
 - Livability Charity Concert, conductor Grace Rossiter / Cadogan Hall
 - Julian Dawes *I Never Saw Another Butterfly* UK premiere, conductor Grace Rossiter / St Ethelburga's Centre. Recorded on *Echoes of the Soul* 2017
- 2012** • James McCarthy *17 Days* World Premiere, conductor David Temple / Barbican
 - Paul Patterson *Little Red Riding Hood*, conductor Paul Hoskins / Ernest Read Symphony Orchestra
 - Richard Sisson *The Song of the Carnivores* UK Premiere, conductor Grace Rossiter / London Zoo
- 2013** • Britten - Music For Film, conductor Nicholas Collon / Aurora Orchestra / Queen Elizabeth Hall, Turner Sims (Southampton) and Fairfield Halls (Croydon)
 - Britten *A Boy was Born & A Ceremony of Carols*, Leicester Chorale / conductor Grace Rossiter / Leicester Cathedral
 - Britten *Spring Symphony*, conductor David Temple / Crouch End Festival Chorus / Barbican
- 2014** • Carl Davis *Last Train to Tomorrow*, Camden Roundhouse / conductor Carl Davis. Also performed at memorial in memory of Nicholas Winton at the London Guildhall, conductor Carl Davis in 2016 and recorded for Holocaust Memorial Day on BBC 2, conductor Grace Rossiter
- 2015** • Britten *Saint Nicolas*, conductor David Temple / Crouch End Festival Chorus / Barbican
 - Segal *Pictures of Life*, conductor Peter Broadbent / Ascolta Choir / Kings Place
 - Ian Stephens *On Goes the River* (World Premiere), conductor Grace Rossiter / St Pancras Church
- 2016** • Mendelssohn *A Midsummer Night's Dream*, BBC SSO / BBC Proms / conductor Matthias Pintscher
 - Louis Andriessen *La Commedia*, BBC SO / conductor Martyn Brabbins / Barbican
 - Bob Chilcott *My Perfect Stranger* World Premiere, BBC Singers / conductor Bob Chilcott / Milton Court and on BBC Radio 3
- 2017** • National Theatre "Up Next" Gala
 - Mark-Anthony Turnage *Hibiki* European Premiere, BBC SO / BBC Proms / conductor Kazushi Ono
 - Madeleine Isaksson *Várije* UK Premiere, conductor Lotta Kuisma / Royal Festival Hall
 - Kerry Andrew *No Place Like* World premiere BBC SO / BBC Proms / conductor Grace Rossiter. Recorded for BBC Ten Pieces
- 2018** • Bernstein *MASS*, National Youth Orchestra of Great Britain / conductor Marin Alsop / Royal Festival Hall
 - Jake Heggie *Dead Man Walking* UK premiere, Joyce DiDonato / BBC SO / conductor Mark Wigglesworth / Barbican

- Britten *Noye's Fludde* 60th anniversary performance, Michael Crawford / BBC Singers / conductor Martyn Brabbins / Southwark Cathedral. Broadcast on Radio 3.
- Roderick Williams *Per ardua ad astra* World premiere, RAF Centenary Concert, London Concert Choir / Mark Forkgen / Barbican
- Tchaikovsky *The Nutcracker*, BBC SO / BBC Proms / conductor Alexander Vedernikov.
- Mark-Anthony Turnage *Silver Tassie*, BBC SO / BBC Singers / conductor Ryan Wigglesworth / Barbican. Broadcast live on Radio 3.
- Britten *War Requiem* with ENO at Coliseum / conductor Martyn Brabbins. BBC4 documentary.
- Central Saint Martin's Fashion Show. Bruckner *Locus Iste* / conductor Grace Rossiter.
- 2019** • 60th Anniversary Concert, Queen Elizabeth Hall. World premieres: Joanna Forbes L'Estrange & Alexander L'Estrange, *Winter Songs*, Intermediate Choir / conductor Rebecca Lodge Birkebæk / pianist Jenny Gould; Alastair Putt, *Under the Giant Fern of Night*, Senior Choir / conductor Grace Rossiter / harpist Catherine Derrick.
- Haydn *The Creation*, Finchley Choral Society Concert / conductor Grace Rossiter / St Giles' Cripplegate.
- *Matthew Passion* with Bach Choir / Royal Festival Hall / conductor David Hill.
- Golijov *Oceana* UK premiere BBC SO / BBC singers / conductor Joanna Carneiro / Barbican. Broadcast on Radio 3.
- BBC CBeebies Prom with Chineke! Orchestra / Royal Albert Hall. World premiere of Hans Zimmer's *Earth*. Broadcast on CBeebies.
- 2021** • Easter 2021 Handel Festival *Messiah Reimagined*
- Rachel Portman *Earth* Song World Premiere, BBC SO / BBC Singers / conductor Sofi Jeannin / St Paul's Knightsbridge. Recorded March 2021 for Sky TV Earth Day.
- Recording for Aldi Christmas advert, Air Studios <https://www.youtube.com/watch?v=MIL8KI-r0bo>
- Future** • **Sat 27 Nov 2021** Britten *St Nicolas* North London Chorus / conductor Murray Hipkin
- **Fri 3 Dec 2021** Britten *St Nicolas* BBC SO and Symphony Chorus / conductor Sakari Oramo
- **February 2022** Peter Broadbent (Joyful Company of Singers) Havergal recording

Various TV, Radio and Recordings including

Cartier Advertising Campaign

Music by Leslie Bricusse BBC Concert Orchestra | Friday Night is Music Night | BBC Radio 2.

Arsenal Football Club Charity Campaign

Will Todd and Michael Rosen – Songs of Magical Creatures conductor David Hill | The Bach Choir | Hyperion Records.

Le Père Noël Film soundtrack recorded at Abbey Road Studios.

Bob Chilcott – The Angry Planet BBC Singers | The Bach Choir | conductor Bob Chilcott | Signum and BBC Radio 3.

Badanamu Songs for a children's educational English programme in South Korea.

Lynx Advertising Campaign