

DUNEDIN CONSORT

Head of Artistic Planning

Dunedin Consort is one of the UK's leading ensembles specialising in historically informed performance, widely recognised for its world-class performance standards and its imaginative approach to concerts and recordings.

We are looking to recruit a highly motivated, confident and enthusiastic individual to join Dunedin Consort as its Head of Artistic Planning on a **full-time basis**. Do note that due to the nature of our work, candidates will be expected to work some evenings and weekends, and travel internationally as required by our touring schedule.

The ideal candidate will have 3 years' experience of working in an arts environment, preferably the performing arts, as well as a passion for classical music. The position would suit someone currently working in arts administration with experience in project planning, strategic development and fundraising. The successful candidate will need to demonstrate an ability to coordinate complex projects, have an exceptional eye for detail, and be adept at forming excellent relationships.

Based at the Dunedin Consort office in Edinburgh, this post has responsibility for delivering the production of the Dunedin Consort annual programme of concerts, events, and educational activities, providing a supporting role to the Chief Executive and the Music Director.

Application process:

Please send a copy of your C.V. to Jo Buckley, Chief Executive, at jo@dunedin-consort.org.uk, along with a covering letter explaining why you would like to work with Dunedin Consort and how you believe your skills fit the requirements of the role. Please aim for your CV to be no longer than two pages.

Pre-application conversations are welcomed. If you would like to discuss the role or the company in advance of applying, please contact Jo Buckley at jo@dunedin-consort.org.uk.

If you have any disability that prevents you from following the application process as described, please contact the office on 0131 516 3718.

Deadline for applications: Friday 5th April 2019, 5pm

Interviews: Week beginning 22nd April 2019

Start date: As soon as possible

Salary: £28,000 - £32,000 based on experience

Introducing the Dunedin Consort

Mission statement

To move, engage, challenge and delight our audiences through our music with performances, recordings and educational activities, both in Scotland and beyond.

Vision

To be recognised as one of the leading ensembles in period performance, admired for our particularly lively engagement with historical discovery and spontaneous music making, creative programming, and the infectious commitment of our international musicians, audiences and supporters.

'There can't be many better ways of ringing in 2019 than with the Dunedin Consort performing Bach. Their New Year's Eve concert, under musical director John Butt, was an evening of reflection and joy... Wonderful, every second of it.'

(Guardian)

'Notwithstanding the distinguished Brandenburg discography, this set is nothing short of sensational.'

(Gramophone)

'There's a real energy, with tremendous climaxes that belie the scale of the forces involved.'

(Guardian, on Mozart Requiem)

'Melodic ideas are beautifully punctuated and phrased, vibrato is used strictly ornamentally, and tempos strike my sensibilities as pretty well ideal... It is the sixth concerto, though, that has stolen my heart with its ravishing viola playing, intimately expressive second movement and lightly, crisply bowed finale.'

(BBC Music Magazine)

Dunedin Consort is Scotland's leading baroque ensemble with an enviable reputation both in the UK and internationally. It has performed at many of the UK's most prestigious venues and festivals, including the Edinburgh International Festival and BBC Proms.

Dunedin Consort enjoys generous support from trusts and individuals and has secured 3-year Regular Funding from Creative Scotland for the period 2018-2021.

Recordings form an important part of our output and have received widespread critical acclaim, winning major awards (Two Gramophone Awards – Handel's *Messiah* and Mozart *Requiem*, and a Grammy Nomination – Mozart *Requiem*) which, in turn, have fuelled our international reputation.

The number of performances in Scotland has increased significantly over the last 2 years and now includes regular visits to Glasgow, Edinburgh, Perth, East Lothian and Aberdeen (amongst others). Our increased artistic profile has also translated into regular performances abroad — notably in France and Germany, but also in Poland, Spain and Norway — and regular sell-out concerts at London's Wigmore Hall.

Our outreach work has focused in recent years on schools that score highly in the Scottish Index of Multiple Deprivation, reaching more than 750 pupils in 2018 alone. This season the group also announced a series of additional initiatives aimed at supporting the next generation of professional musicians (Bridging the Gap), as well as the general public (Voice Clinic).

Dunedin Consort is led by John Butt (Music Director). Since 2003, his musical ideas and research have not only shaped our work but have also influenced how many other musicians present theirs. He is particularly respected for his research into the music of the JS Bach. He is Gardiner professor of music at Glasgow University, has written several books for Cambridge University Press and in 2013 was awarded the OBE for his services to music in Scotland. John's personality is endlessly compelling and brings a unique sense of discovery and achievement to the music making process.

Job Description

Key Result Areas	Key Tasks	% of time
Planning & Administration	<ul style="list-style-type: none">• Assisting the Chief Executive with planning and project development• Seeking and securing concert venues, in consultation with the Chief Executive• Assisting with reports to stakeholders, particularly Creative Scotland and other funders• Liaising with Dunedin Consort's regular donors and supporters• Assisting with the planning and delivery of Dunedin Consort's education and outreach programme• Assisting with preparation and scheduling for board meetings, including preparing minutes and other materials• Attendance at industry conferences and events as required• Responsibility for the Production Assistant and voluntary workers / interns	40%
Production	<ul style="list-style-type: none">• Pre-concert management for Dunedin Consort's concerts and tours• Preparing and circulating schedules and technical riders for rehearsals, performances and recordings• Keeping up-to-date records and files of projects and logistical arrangements• Acting as the primary point of contact for concert venues, agents and promoters• Booking musicians and acting as the primary point of contact for matters including travel, schedules and expenses• Tracking tour expenditure and managing post-tour invoicing, player payments and box office settlements• Overseeing the marketing campaigns for self-promotions, including the coordination of printed materials, supported by the Production Assistant• Liaising with the press to secure concert reviews and press coverage• Concert management at performances as required	60%

Person Specification

Essential personal criteria	<ul style="list-style-type: none">• Passion for music and advocate for the longevity and development of culture and the arts• Highly organised, self-motivated and enthusiastic about Dunedin Consort and its place within the classical music industry• Thorough understanding of artists' needs, and concert and touring logistics• Strong strategic mindset• High level of computer literacy
Essential skills and abilities	<ul style="list-style-type: none">• First-class communication and interpersonal skills• Excellent and demonstrable writing skills• High level of computer literacy• Ability to read music• Strong organisational and planning skills with exceptional attention to detail• Ability to work under pressure and prioritise• Ability to work to fixed budgets• Creative approach to problem-solving• Ability to build positive and constructive relationships with internal and external contacts• Passion for music and advocate for the longevity and development of culture and the arts• High levels of self-motivation• Ability to work both independently and in collaboration with other members of the Dunedin Consort team
Essential experience	<ul style="list-style-type: none">• Minimum three years' experience of working in an arts organisation in a planning or senior administrative role.• Demonstrable experience of managing a varied workload and achieving objectives.
Desirable	<ul style="list-style-type: none">• Music qualification or performance experience an advantage• Understanding of the classical music market• Understanding of Baroque orchestra needs• Experience of working with a CRM database
Special conditions	Applicants must be able to regularly attend concerts and events within Edinburgh and occasionally across the UK outside of normal working hours as required by the company's performance schedule.