

DUNEDIN CONSORT

Learning & Participation Manager
APPLICATION PACK

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Learning & Participation Manager (job share)

Dunedin Consort is one of the world's leading baroque ensembles, recognised for its vivid and insightful performances and recordings. Its ambition is to allow listeners to hear early music afresh, and to couple an inquisitive approach to historical performance with a commitment to commissioning and performing new music. We are looking to recruit a highly motivated, confident and enthusiastic individual to join Dunedin Consort in a job share with the current **Learning & Participation Manager,** on a **part-time basis (2.5 days per week)**.

This role is a job share with the current Learning & Participation Manager, following the significant growth of Dunedin Consort's learning and participation programme in recent years. Reporting directly to the Chief Executive, and working in collaboration with the current Learning & Participation Manager, the successful candidate will be responsible for a diverse range of activity across the breadth of the organisation's output. It offers the opportunity both to consolidate partnerships with existing stakeholders and to forge new ones, exploring new ways in which Dunedin Consort can extend access to its work across diverse audiences.

Based primarily at the Dunedin Consort office in central Edinburgh, the ideal candidate will have at least two years' experience working in a comparable arts or educational role. Together, the Learning & Participation Manager job share partners will be responsible for the smooth running of Dunedin Consort's annual schedule of learning and participation events, including a busy programme of schools workshops (which reaches over 1,000 primary school children across Scotland), the Bridging the Gap scheme for emerging professional singers, the Intrada scheme for emerging professional instrumentalists, voice and instrumental clinics for non-professional musicians, choral workshops for amateur singers and students, and a regular schedule of open rehearsals. In addition, the Learning & Participation job share partners will work together with the Chief Executive to expand the current programme and to develop a number of new initiatives and partnerships with key stakeholders both across Scotland and further afield, in connection with the ensemble's busy touring schedule.

Dunedin Consort is a small but ambitious and dynamic team with strong plans for the future, where every individual plays a significant part in shaping our work. We work collaboratively and supportively across all our output, so you will find yourself well supported by the rest of the team, and in turn will have the opportunity to offer your skills to other departments. Our concert and learning and participation programmes having expanded significantly in recent years, so this is an ideal post for someone who wants to help make a real difference to our trajectory as the company grows.

Dunedin Consort is an Equal Opportunities employer. We will consider a range of part-time and flexible working models, including condensed hours, days working from home, or other structures to accommodate a range of personal circumstances, and to ensure equality of opportunity between those who share a relevant protected characteristic and those who do not.

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 28 October 2022, 5pm
Interviews: 8th & 9th November 2022
Start date: As soon as possible
Salary: £28,000 pro rata (0.5 FTE)

Job Description

The precise division of roles between the two job share partners will be an area for discussion and mutual agreement, and is flexible depending on the skills and strengths of the successful candidate.

Key Result Areas	Key Tasks	% of time
Planning & Reporting	• Working with the Chief Executive and the current Learning & Participation Manager to devise a long-term strategy for Dunedin Consort, including the expansion of its current programme, which reaches a diverse audience across Scotland and beyond • Liaising with the Development Manager to identify new funding opportunities for Dunedin's learning & participation programme • Exploring and developing partnerships with external organisations • Devising learning and participation project budgets and ensuring that all activities are delivered on time and on budget • Monitoring and evaluating all learning & participation activities, before, during and after delivery • Gathering data and feedback, and reporting to funders and other key stakeholders • Monitoring and reporting to funders on matters regarding Safeguarding, Equality Diversity and Inclusion, and Accessibility • Ensuring all necessary members of staff are DBS checked, and that records are keep securely • Arranging and attending training, industry conferences and events as required	50%
Delivery	• Liaising with schools to coordinate Dunedin Consort's Schools Workshop Programme • Overseeing the delivery of Dunedin Consort's annual Children's Messiah in venues across Scotland • Arranging Dunedin Consort's annual series of Choral Workshops for amateur singers in Scotland • Coordinating access to Dunedin Consort's Open Rehearsals throughout the season • Overseeing the delivery of Bridging the Gap, Dunedin Consort's mentoring programme for emerging singers, and Intrada, Dunedin Consort's international mentoring scheme for emerging instrumentalists with B'Rock and Concerto Copenhagen • Overseeing the delivery of Dunedin Consort's Voice and Instrumental Clinic series • Working with the Marketing Manager on advertising activities to the public and responding to enquiries • Liaising with the Marketing Manager to ensure free and discounted tickets for Dunedin Consort events are offered to school children, students and people living on low incomes • Liaising with the musicians who deliver Dunedin's learning & participation work, and acting as the primary point of contact for matters including travel, schedules and expenses • Preparing and circulating schedules for musicians and education partners • Securing venues, instruments and logistics for learning & participation events • Coordinating transport for participants where required • Tracking expenditure and managing post-project invoicing • Keeping up-to-date records and files of projects and logistical arrangements • Attending concerts and outreach events, which may fall outside of your usual working days	50%

Person Specification

Essential personal criteria	• Enthusiastic about and committed to Dunedin Consort and its place within the classical music industry • Passion for music and advocate for the longevity and development of culture and the arts • Ability to work well in collaboration with other members of the Dunedin Consort team, as well as the ability to work independently • Organised, highly self-motivated individual with an eye for detail
Essential skills and abilities	• Excellent communication skills (oral and written), including presentation skills • Excellent and demonstrable writing skills • IT-literate with good numeracy skills and experience of managing budgets (Microsoft Word, Excel, databases) • Ability to work under pressure and to prioritise • Ability to build positive and constructive relationships with internal and external contacts • Ability to work to budget and targets
Essential experience	• At least 2 years' experience working in the arts, preferably with experience working in a creative learning or development role • First-hand knowledge of the classical music industry • Proven experience of project management in an arts or educational setting • Demonstrable experience of managing a varied workload and achieving objectives
Desirable	• Music qualification or performance experience an advantage • Understanding of Scottish schools and music education systems • Understanding of historically informed performance practice • Full driving licence
Special conditions	Applicants must be able to attend workshops and events across Scotland and occasionally across the UK outside of normal working hours as required. Time off in lieu applies.



Introducing the Dunedin Consort

Mission statement

To be recognised as one of the world's leading baroque ensembles, a group that is rooted in Scotland but admired internationally for its insightful and creative programming.

To move, engage, challenge and delight our audiences with performances, recordings, educational activities and digital output of exceptional quality, both in Scotland and beyond.

To reach new audiences and diversify our activities with programming that is rooted in historical performance, but which can take our listeners on interesting — and sometimes unexpected — journeys into different repertoire. To remain relevant, vital and inquisitive, and to bring the same sense of freshness, innovation and curiosity to our listeners in everything that we do.

To care for, nurture and embrace a diverse, contemporary society through a wide-ranging learning and participation programme that is accessible to all, both inside and outside the concert hall.

Values

We value excellence, creativity, curiosity and experimentation, and seek to nurture and support our musicians, staff and audiences in exploring these ideas through our work.

We believe in the value of exploring the past, and in finding its connections with the present day. Our work is an evolving conversation, one that is fuelled by a desire to remain vibrant, inquisitive and relevant, and by a desire to inspire and nourish the next generation.

We are committed to working in a sustainable way, to supporting our local communities and to supporting the next generation of musicians, so that Dunedin Consort — and the wider classical music sector — can continue to grow and thrive.

Dunedin Consort is open, inclusive and accessible. We strive to be accessible and welcoming to everyone who works with us – musicians, staff, audiences and participants — to remove barriers to working with us, and to offer additional support to those with specific requirements to help participate in our work. We will continue to seek training and support to ensure we maintain the highest standards in equality, diversity and inclusion provision across the organisation.

We value honesty and transparency in all that we do. Those who work with us, or participate in our work, should feel able to address concerns, to be listened to without prejudice, and to have concerns dealt with in a timely and supportive manner.

We treat others with respect and with kindness, and expect the same of anyone who represents Dunedin Consort in any setting. We seek to act with integrity and according to our principles at all times.

Vision

Over the past 25 years, Dunedin Consort has blossomed into an ensemble that is recognised worldwide for its insightful performances and recordings. It is renowned above all for its exceptional musicianship, and for its insightful, inquisitive and often revelatory approach to music-making, breathing new life into familiar repertoire and often revealing deep-seated connections between seemingly disparate works. It has amassed a collection of award-winning recordings and now has an annual touring schedule that complements its work at home in Scotland, with regular appearances across the UK, Europe, and North and South America. In 2021 it was the Winner of the RPS Ensemble Award.

Throughout the Covid-19 pandemic, Dunedin Consort was notably active, taking much of its work online and increasing its reach through a series of concert broadcasts, educational videos and online masterclasses. With robust support in place from its individual supporter base, Creative Scotland, Dunard Fund and other multi-year funding sources, the organisation is in a strong position to emerge from this period on a sound financial footing, with exciting plans for the future.

Dunedin Consort is rooted in Scotland. Its primary audience, supporters and beneficiaries are based here, and with Creative Scotland funding secured until 2023, its work is underpinned by a commitment to its Scottish heritage. In recent years Dunedin Consort has broadened this commitment with an expanding programme of work outside the concert hall, benefitting new listeners of all ages and backgrounds, and reinforcing the transformative power of music across communities. In the coming years, this learning and participation programme will become more fully integrated with its performing activities, and a series of ambitious new initiatives will help Dunedin Consort to reach more beneficiaries than ever before.

About Dunedin Consort

With pioneering research fuelling our historically informed performances, Dunedin Consort strives to bring our listeners performances that are not only of the highest quality, but which are also compelling, innovative and alive. The ensemble has in recent years earned two coveted Gramophone Awards and a Grammy nomination, alongside a further four Gramophone Award nominations, three BBC 'Building a Library' recommendations and two Scottish Album of the Year award nominations.

From the festivals of Europe to the concert halls of North and South America, Dunedin Consort is a major presence on the international stage. At home in the UK, the ensemble is a regular at the BBC Proms, London's Wigmore Hall and Edinburgh International Festival, while the group's ground-breaking recordings have seen its popularity spread across the globe.

> 'John Butt conducts Bach's eternal masterpieces as though the music were the elixir of life. Silky strings, spicy winds and raucous horns gave the music a colour that any baroque ensemble would envy.'
> — The Times ★★★★★

> 'Joy, passion and precision… it was as though Butt and his players were rediscovering this well-known music afresh all over again, and taking their listeners with them.'
> — The Scotsman ★★★★★

Directors

Dunedin Consort performs on period instruments and is led by its Music Director, John Butt. John's 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 J.S. 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 lively personality and inquisitive mindset bring a unique sense of discovery to the music making process, which is founded on a strong relationship with a close-knit group of musicians and a collegiate approach to rehearsals. He was joined in 2020 by Nicholas Mulroy as Dunedin Consort's new Associate Director. A longstanding member of the group, Nicholas has helped to shape much of the group's vocal programming in recent years and continues to appear regularly as a soloist.

