Artistic Planning Coordinator

Maternity Cover - 12 months contract

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 and enthusiastic individual to join Dunedin Consort as its **Artistic Planning Coordinator** on a **full-time basis for a period of 12 month's Maternity Leave cover.** Due to the nature of our work, candidates will be expected to work some evenings and weekends, and to travel internationally as required by our touring schedule.

Based primarily at the Dunedin Consort office in central Edinburgh — with scope for part-time remote working — you will support, and be line-managed by, the Head of Artistic Planning in overseeing the production of Dunedin Consort's annual programme of concerts, events and recordings. This role is key to the successful functioning of the organisation's day-to-day activities, with an emphasis on production, project planning and logistics. You may not yet have experience in the classical music sector, and we are open to candidates who can demonstrate administrative skills in other areas, but above all you should demonstrate an eagerness to learn the details and nuances that define what we do. The position would suit someone with experience in project planning, and experience in the performing arts would be an advantage. The successful candidate will need to demonstrate an ability to coordinate complex projects, have an exceptional eye for detail, and be adept at forming strong interpersonal relationships.

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 and you will find yourself well supported by the rest of the team. You will have a particularly strong relationship with individual musicians and visiting artists, as well as with the Learning and Participation team.

Dunedin Consort is an Equal Opportunities employer. We will consider a range of 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 Andrew Trinick, Chief Executive, at andrew@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 and the covering letter no longer than one page.

Pre-application conversations are welcomed. If you would like to discuss the role or the company in advance of applying, please contact Andrew Trinick at andrew@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: Monday 17 June 2024, 5pm
Interviews: Week beginning 24 June 2024
Start date: 31 July 2024
Salary: £25,000 - £27,000 (1.0 FTE) based on experience

Job Description

Key Result Areas	Key Tasks	% of time
Production	• Assisting the Head of Artistic Planning with preparation for Dunedin Consort's concerts and tours • Arranging travel and accommodation for musicians, both within the UK and abroad • Researching and booking rehearsal and concert venues • Preparing and circulating schedules and technical riders for rehearsals, performances and recordings • Liaising with concert venues regarding schedules and stage plans • Coordinating instrument hire and tuning where required • Concert management at performances • Keeping up-to-date records and files of projects and logistical arrangements • Loading, driving and maintaining Dunedin Consort van to rehearsals and concerts	50%
Administration	• Assistance in managing the library • Maintaining the organisation's digital music library and circulating links to practice parts where required • Tracking and following up expense claims with musicians • Assisting the Marketing Manager to promote the organisation's projects and events • Ensuring the website remains up to date, including uploading reviews, concert dates and artist profiles • Supporting other members of the Dunedin Consort team – e.g. proofing copy, letter writing, financial tasks – as required • Assisting with environmental impact and audience reporting • First point of contact for office calls and emails, CD Orders • General office administration and other tasks as required • Support Learning and Participation activity as required	50%

Person Specification

Essential personal criteria	• Highly organised, self-motivated and with an eye for detail • Good computer literacy • Strong communication and interpersonal skills
Essential skills and abilities	• 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 • Ability and willingness to learn artists' needs, and concert and touring logistics • Ability to work both independently and in collaboration with other members of the Dunedin Consort team • Clean driving licence
Essential experience	• Demonstrable experience in a similar administrative, logistical or planning role • Experience of managing a varied workload and achieving objectives.
Desirable	• Understanding of the classical music sector • Ability to read music, music qualification or performance experience an advantage • Understanding of orchestra and choir/soloist needs • Experience of working with a CRM database
Special conditions	Applicants must be able to regularly attend concerts and events within the UK and occasionally internationally outside of normal working hours as required by the company's performance schedule. Time off in lieu will be available as agreed with the Head of Artistic Planning.

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.

About Dunedin Consort

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 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. From the festivals of Europe to the concert halls of North and South America, Dunedin Consort is a major presence on the international stage. Here in the UK, the ensemble is a regular at the BBC Proms; London's Wigmore Hall and the Barbican; and the Edinburgh International Festival. Dunedin Consort was Winner of the RPS Ensemble Award in 2021.

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: two Scottish Album of the Year award nominations and, most recently, a 2022 BBC Music Magazine Choral Award for its recording of Bach's Cantatas BWV 32, 82 and 106.

In addition to performing baroque and classical repertoire, Dunedin Consort is an enthusiastic champion and commissioner of contemporary music. In recent years, it has premiered a new set of orchestral dances at the BBC Proms, a new opera by Errollyn Wallen at the Barbican Centre, and new choral music for its a cappella consort. In 2023, we premiered a new guitar concerto by Cassandra Miller for Sean Shibe, the first instalment of a 3-year co-commissioning series which will see further new music by David Fennessy and Tansy Davies. Previous commissions have also included works by William Sweeney, Peter Nelson, and Sally Beamish.

We are in the final year of a successful three-year partnership with the RSNO; we have launched a three-year commissioning programme with the Barbican Centre; we have developed a new community partnership with Cumbernauld Theatre at Lanternhouse; and we are celebrating a successful second year of our international mentoring scheme, Intrada, working closely with European counterparts.

Dunedin Consort is rooted in Scotland. Its primary audience, supporters and beneficiaries are based here, and with Creative Scotland funding in place until the end of 2024-25, 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.

Music 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.

> *'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 ★★★★★