

DUMFRIES

COMMUNITY
CHOIR



Choir Manager Recruitment Pack

We are seeking a Programme Manager to provide administrative support to Dumfries Community Choir, enabling the project to sustain the high quality of the programme and inclusive community arts model.

This is a part time, position offered as a two-year fixed term contract, with the possibility of extending this longer term by agreement. Hours of work can be flexible, except the 3.5 hours worked on a Tuesday night as this is when our community music programme is running.

You will be trained in company procedures, in our privacy policy and in our unique community arts philosophy, as well as First Aid and Fire Safety



Our story is pretty remarkable. We are an independent cultural organisation that was set up by our community in 2011 to bring culture to our town. Over the last 12 years, we have helped develop a renewed focus of arts and culture in South Scotland, playing a critical role in the development of our position, our profile and our place. But most of all, we made our community stronger and more connected.

What makes us unique is we are a social co-operative, and we exist because our members make monthly donations or contribute time to help us achieve our purpose. We have over 750 members who are local people who support our ambitious vision for arts and culture in Dumfries. This makes us one of the biggest community arts organisations in the UK, and we are continuing to grow.



About the Choir

Dumfries Community Choir is under the direction of *Gary Cameron* and regularly appears on stages throughout Scotland.

We are an award winning project, part of the Big Burns Supper group of companies and current Performing Artist of the Year, as voted by DG Life Magazine.

We are not your average choir, we are fuelled together by our love of music and in alternative compositions. We sing out of the ordinary music, and we sing it with passion and always live!

We believe that music can change the world, because it certainly rocks ours!



Our Values

We give people a chance

We are prepared to take risks

We are ambitious about the quality of our programmes

We are in love with our audience

We are collaborative and help each other

Big Burns Supper is an independent curator and presenter of performance and community arts. Our three cornerstones are

- We raise the profile of our place within UK, Europe and internationally.
- We create culture that offers our audiences and participants an experience they will never forget, and as a means for social connection.
- Our organisation continues to thrive, and we deliver a balanced portfolio of projects that are sustainable into the future.





The main responsibilities

- Oversee the administration of our membership
- Lead our internal and external engagement
- Provide programme support
- Support us to make our programme inclusive
- Help the programme reduce its carbon footprint



Who we are looking for

You should have some degree of digital fluency, although we will provide training. You should have good customer service skills and be passionate about the equality of opportunity for all. You should love music and be great with people

- Good time management and organisation skills
 - Prioritisation
 - Flexibility
- Problem solver
- Forward thinker
- Attention to detail

Oversee the administration of our membership

- Record and keep records of membership attendance.
 - Reconcile monthly banking against attendances.
 - Process monthly Gift Aid claims for participants who are eligible.
- Provide trustees with quarterly attendance data.
- Induct new members to the organisation.
- Answer enquiries from members on email and on our social forums.
- Update members through email or socials with programme information.
- Update learning resources (song parts in music and lyrics).
- Support our members to have a positive experience.
- Undertake evaluation and feedback on policy direction.
 - Provide members with analysis of evaluations.

Lead our internal and external engagement

- Manage the Dumfries Community Choir Facebook and Instagram pages.
- Update external listings about weekly workshops.
 - Engage health and social care practitioners across Dumfries & Galloway in our programme opportunities.
- Provide regional press contacts with regular content about the Community Choir programme.

Provide programme support

- Open the rehearsal space at 5pm and close the space at 8.30pm
- Oversee Participant Safety during workshop (Fire Marshalling and First Aid).
- Set up and set down participants seating and equipment and reset the space.
- Support the Choir Director by posting learning materials.
 - Respond to requests to perform or future bookings.
 - Ensure bookers completed our advancing forms for programme planning.
 - Attend team meetings with the Head of Programme and Executive Producer.
- Provide members with details of upcoming performances including timings and access information that will enhance their participatory experience.
 - During events, support participants.
- Contract participating music artists who form part of any concert or show.

Support us to make our programme inclusive

- Support members who have additional needs by adapting resources to meet their needs
 - Enable the broadest participation by encouraging engagement from members of the community who would not normally take part in arts and cultural activities, or with whom there are barriers.
 - Work with carers to ensure that risk assessments are carried out regularly for service users who are being referred.

Help the programme reduce its carbon footprint

- Help us to minimise the use of paper by presenting lyrics to songs online
- Support members to use reusable water bottles during rehearsal
 - Co-ordinate group travel options for touring and events

Terms

Reporting to: Executive Producer

Hours per week: 15

Rate of pay: £12.00

Probation period: 6 months

Benefits: 8 weeks holiday, free ticket to shows and events, pension, and company development programme

To Apply

Please send a CV and a covering letter outlining how you meet the role specification by 26th February at 5pm to graham@bigburnssupper.com

Interviews

Tuesday 2nd March

Post Starts

3rd April.



