**Cornwall Music Education Hub - County Orchestra and Ensemble Co-ordinator 2020-21 Specification**

The Cornwall Music Education Hub requires co-ordination support with regards to ensemble equipment, rehearsal and concert venues for the county orchestras and ensembles (not choirs) across the county.

**Functions to be undertaken**

**Rehearsals and Concerts**

In close consultation with the CMEH Manager, the CMEH Business Manager, the CMEH Instrument Manager, the CMEH Progression & Ensemble Leads, the CMEH County Directors and the CMEH County Ensemble Directors:

* Maintain current CMEH County Orchestra membership forms, emergency contacts for parents and provide a register for CYO and CYWO Directors/Assistant Directors of all students attending the rehearsals and concerts
* Collate membership details from other County Ensembles and ensure that copies are received in the CMEH office in a timely basis for invoicing purposes and that County Ensembles Directors have up to date emergency contact and consent information.
* Publish the schedule of rehearsals, concerts and any other activities for County Orchestras and assist County Ensemble Directors (not choirs) so that coaches and students are informed of dates and venues well in advance.
* Liaise with the County Orchestra & Ensemble Directors, the Ensemble and Progression Leads, the CMEH Instrument Manager, CMEH Business Manager and CMEH Manager around performance opportunities, publicity for performances and movement of equipment.
* Liaise with County Orchestra Directors and CMEH Business Manager regarding booking of coaching staff and ensuring correct ratios are maintained for rehearsals and concerts.
* Liaise with County Orchestra Directors and CMEH Business Manager for Residential welfare requirements.
* Book venues for rehearsals and concerts for County Orchestras and County Ensembles and CMEH activities (ie area ensembles, projects) as required by CMEH Manager and CMEH Business Manager
* Book and collate accommodation and food for Easter residential and provide details to CMEH Business Manager, CYO and CYWO Directors/Assistant Directors for all students and coaches
* Arrange equipment, music and transport requirements well in advance working with the CMEH Instrument Manager, CMEH Business Manager and CMEH Manager for the County Orchestras and assist County Ensemble as required
* Provide input to the County Orchestras and Ensembles to implement effective Risk Management and Health and Safety processes on courses and at concerts, together with appropriate supervision of behaviour of both staff and pupils
* Co-ordinate the planning of rehearsals and concert logistics with County Orchestra Directors and Ensemble Leaders
* Support the CMEH in data collection relating to Ensemble provision in Cornwall on a termly basis.
* Ensure all activity is in line with CMEH Quality Assurance policy and framework
* Maintain close working relationship with all deliverers on CMEH supported activity
* Record all hours worked by Specialist Delivery staff with timetables and evidence of activity
* Promote and advocate for the CMEH in all activity

**Recruitment of new members**

In close consultation with the CMEH Manager, the CMEH Business Manager, the CMEH Progression & Ensemble Leads and the County Orchestra/Ensemble Directors (not choirs)

* Plan and publicise auditions including booking of venues and adjudicators.
* Attend auditions
* Coordinating and communicating all audition results
* Monitor membership across county orchestras and ensure the office records are up to date and accurate.

**Staffing of rehearsals**

In close consultation with the CMEH Manager, the CMEH Business Manager, the CMEH Progression & Ensemble Leads and County Ensemble Leaders

* Communicate requirements of specialist/sectional tutors for all rehearsals and concerts
* Ensure all sectional tutors and chaperones comply with CMEH Safeguarding requirements and liaise with CMEH office where necessary regarding concerns.

**Skills and Knowledge Required**

* Good knowledge of ensemble repertoire and wide ranging ensemble experience, ideally as 2925a player
* Knowledge of current practice in orchestras and the ability to translate this to the running of youth ensembles
* Experience of course planning and administration including IT skills.
* Financial acumen, including the ability to work to a budget and within Cornwall Council procurement rules
* Proactivity, good organisation and strong communication skills
* Ability and willingness to work over weekends and bank holidays periods (including Easter) when required, as well as evenings
* The ability to communicate with and supervise young people of all ages
* Flexibility to attend meetings as required
* A good track record in promoting and advocating for the CMEH in all activity

 **Fees**

* Time allowance of approximately 13 hours per month during term time (9 months) – to not exceed £2,925 per annum