**Cornwall Music Education Hub - County Choir Co-ordination 2020/2021 Specification**

The Cornwall Music Education Hub requires co-ordination support for its county choirs which meet across Cornwall, in terms of co-ordinating choir equipment, rehearsal and concert venues (choir leads will arrange their local choir rehearsal venues).

**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 Choir Directors and the CMEH Assistant County Choir Directors:

* Maintain current CMEH County Choir membership forms, emergency contacts for parents and provide a register for CCYC, CBC and CGC to the relevant Choir Leads of all students attending the rehearsals and concerts
* Collate membership details from Choir Leads of local rehearsals and ensure that copies are received in the CMEH office in a timely basis for invoicing purposes and that County Choir Leads have up to date emergency contact and consent information.
* Publish the schedule of rehearsals, concerts and any other activities for County Choirs so that coaches and students are informed of dates and venues well in advance.
* Liaise with the County Choir Director, County Choir Assistant Directors, the CMEH Instrument Manager, CMEH Business Manager and CMEH Manager around performance opportunities, publicity for performances and movement of equipment.
* Liaise with County Choir Director and CMEH Business Manager regarding booking of coaching staff and ensuring correct ratios are maintained for rehearsals and concerts.
* Liaise with County Choir Director, CMEH Business Manager and CMEM Manager for trip welfare requirements.
* Book and collate information for choir trips and provide details to CMEH Business Manager, CMEH Manager, County Choir Director and County Choir Assistant Director for all students and coaches
* Provide input to the County Choir Directors and Assistant Directors 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 Choir Directors
* To support the CMEH in data collection relating to Ensemble provision in Cornwall on a termly basis.
* To ensure all activity is in line with CMEH Quality Assurance policy and framework
* To maintain close working relationship with all deliverers on CMEH supported activity
* To record all hours worked by Specialist Delivery staff with timetables and evidence of activity
* To promote and advocate for the CMEH in all activity

**Recruitment of members**

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

* Plan and publicise auditions including booking of venues and adjudicators.
* Attend auditions
* Coordinating and communicating all audition results
* Monitor membership across county choirs 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 Choir Director

* 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**

**In order to deliver this contract, the following skills and knowledge are required:**

* A good knowledge of choir repertoire and wide ranging ensemble experience, ideally as a member
* Knowledge of current practice in choirs 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
* Teamwork
* 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 6 hours a month during term time (9 months) – to not exceed £1,350 per annum