

Southern *Cathedrals* **festival**

Appointment of an Executive Producer

Introduction

The Trustees of the Southern Cathedrals Festival (SCF) seek to appoint an **Executive Producer** for its annual festival.

The SCF offers its audiences a unique opportunity to enjoy choral music and to take part in worship within the setting of three magnificent cathedrals (Chichester, Salisbury, and Winchester). Each year the Festival is hosted by a different cathedral. In 2024 the host is Winchester; in 2025, Salisbury; in 2026, Chichester.

This collaboration between the three cathedrals showcases the finest sacred music, and increasingly engages with wider communities. At the same time it boosts the profiles of the three institutions, enables partnership between them, and gives unique singing opportunities for young choristers.

The Festival has a committed following locally, nationally, and internationally. But in order to flourish in the future, it needs to hold the expectations of its established audiences while developing a new and more diverse audience, thus enabling more people to engage with live choral music sung to the highest standard.

The Trustees seek to ensure that future SCF programmes build relationships with new partners, communities, and participants from across the South of England and beyond. The Festival's ambitions, set out below, are to offer education and outreach, to grow more diverse, and to champion cathedral choirs and excellence in music-making.

Historically, the Festival has been coordinated by that year's host. In the future we would like to employ an experienced professional from the cultural sector to work with all three partners to deliver a compelling series of Festivals starting with Winchester's in July 2024.

The Executive Producer will need to strengthen existing relationships while actively supporting change. Of particular importance will be the need to understand and work with the cultures of the three partner cathedrals. The involvement of the staff of each must be negotiated with the local COO.

The Executive Producer will be responsible for overseeing and delivering the whole programme, with guidance and support from all three partners, with the lead partner each year being the host cathedral.

The employer will be the Southern Cathedrals Festival, and the postholder will be formally managed by the Director of Music of the host Cathedral.

Aims and Purpose

The updated aims and purposes of the Festival include:

- **Education** to grow appreciation of sacred music among a wider and more diverse audience;
- **Outreach** to develop relationships with local communities as both participants and audience;
- **Diversity** among performers and programmes, to better reflect the communities we serve;
- **Increased consciousness** of the opportunities enjoyed by cathedral choristers, and of the routes to becoming a chorister;
- **Excellence** in performance, to enable ever more people to experience the joy of music to the highest quality.

We hope to appoint a candidate who can work through the Festival's three year cycle, but the initial contract will be until the end of September 2024, with the possibility of extension.

Key duties

1. Plan the Festival's strategic direction and focus, developing its programming and its audience, and raising its profile.
2. Work with the host cathedral on the content of the Festival's programme of liturgy and concerts.
3. Work with the host cathedral on the operational delivery of all aspects of the Festival programme.
4. Lead fund-raising for the Festival, in collaboration with the host cathedral's development office, including the support and development of the Patrons' network.
5. Work with the partner cathedrals' communications teams to ensure that each Festival is widely and appropriately marketed and promoted.
6. Oversee and manage the Festival's budget, ensuring that the Festival meets all external/internal funding conditions, and fulfils relevant reporting requirements.
7. Lead the Festival's outreach work, in collaboration with the host cathedral.
8. Work with all three partner cathedrals in their preparation for and participation in the Festival, acting as their first point of contact, supporting them, and convening meetings of staff as required.
9. Work with the host cathedral to evaluate each Festival.
10. Act as an ambassador/advocate for the Festival to external bodies, as necessary.

Person specification

Our cathedrals strive to be collaborative, inclusive, and committed to positive social change. These are the Festival's values, and the person appointed must be wholly supportive of this ethos.

We consider the following to be **essential** for this role:

1. Excellent inter-personal skills, particularly experience of working with a wide range of people and groups with a variety of professional and lived experiences
2. Empathy with musicians who make choral music and empathy with their motivation for making this music
3. Experience of strategic work to influence organisational change
4. Experience of undertaking event design and subsequent project management
5. Experience of working in one or more of the following sectors: arts / heritage / cultural / community / faith
6. Experience of collaborative leadership and / or co-production
7. Attention to detail, persistence, and patience
8. Optimism and lateral thinking (a willingness to use imaginative new approaches to strategy)
9. Excellent and proactive communication skills
10. Flexibility and willingness to listen and learn
11. Experience managing budgets involving multiple partners

We consider the following to be **desirable** for this role:

1. Knowledge and / or experience of working with young people in heritage or creative contexts
2. Work with faith organisations
3. Work with people in a community music context
4. Experience of event evaluation

We are interested in hearing about transferable skills as well as direct experience of any of the above.

Access & place of work

This is a remote working role. There are however likely to be at least one-two in person meetings with partners each month and more face-to-face / onsite meetings will be needed nearer to the time of the Festival (the next one is July 2024). You will also be expected to be onsite for the duration of the Festival and during the set-up / take-down phases.

We are ready to adapt our working processes in discussion with applicants; please let us know about any access needs we can support during the application process or within the role itself.

Salary

£44,000 pro rata for 0.4FTE (equivalent to £17,600), plus reasonable travel, office, and subsistence expenses.

Contract & hours of work

This is a six month contract from March 2023 to September 2024 (and with a view to extending this for a further two years). The contract holder will be paid monthly by BACS. If applicable these payments will be made after deduction of tax, National Insurance and pension contributions.

This is equivalent to a two-day per week role, or 15 hours per week, on an annualised hours contract. We're happy to explore flexible working arrangements.

Expenses

We will reimburse reasonable travel, office and subsistence expenses on the basis of agreement prior to expenditure. We will also reimburse any expenses incurred through the interview process.

How to apply

Application is by CV and covering letter explaining why you think you would be suitable for the role, referring to the Key Duties and Person Specification outlined above. Your covering information can be submitted as an email, an audio recording, or a video recording as you prefer. Shortlisted candidates will be asked to complete an application form before interview.

Please tell us about any access needs we can meet to support your application process.

We will be holding interviews in person at Winchester Cathedral on Tuesday 13 February 2024. When you apply, please let us know whether you would be able to attend this if you are shortlisted.

We particularly want to encourage applications from people identifying with any of the protected characteristics as defined in the 2010 Equality Act, or who are from less affluent socioeconomic backgrounds.

Email your application to: Emma.Sajo@winchester-cathedral.org.uk

Timeline: Please send us your application by the end of Thursday 25 January 2024. We will hold interviews on Tuesday 13 February at Winchester Cathedral.

We will send plans for the interview including any questions in advance, and let you know who will be on the interview panel before we meet you.

Further information

Please contact emma.sajo@winchester-cathedral.org.uk for further information. If you wish to discuss this role Emma can arrange a conversation with one of the Directors of Music.