

Sinfonia Cymru



**Concerts & Projects Assistant
Recruitment Pack**
January 2024

“I had a wonderful time working with the players and was impressed by how aware and musically generous they are. It gives me hope that we will get a good wave of players into the older professional ensembles and we can start to change the culture for the better”

Rakhi Singh, guest co-director, *The Singh Sisters*, Sep 21

“The orchestra is unbelievably friendly and allows for so much creative input from the players. Programming always has an interesting angle and we are encouraged to come up with ideas for projects.”

Amy Roberts, Oboe, co-producer of *Players' Picks*, May 21

“The biggest thank you to you all for making last night happen and for giving us the freedom and opportunity to create it. It was quite a dream come true and really felt like we were a big family. I felt truly blessed! I also couldn't think of a better way to end my time as a player in the orchestra.”

Simmy Singh, co-director, *The Singh Sisters*, Sep 21

“Thank you so much for inviting me to lead the Curate project. It has been an absolute highlight for me, and I really appreciate all of your help, support and trust in what was a new step for me as an artist...I hope to further develop these ideas, exploring other subject matters, as I really enjoyed the format and experience of curating.”

Delia Stevens, curator of *AlgoRhythms*, Dec 19

“One of my favourite things is how everyone is encouraged to contribute to the musical discussion. All opinions are valued in both chamber and orchestral settings which is really refreshing.”

Deni Teo, Cello

“I just wanted to say thank you for the great opportunity to curate my own music. The experience has opened up new paths and I definitely feel I would like to do this as an integral part of my music life.”

Abel Selaocoe, curator of *MotherTongue*, May 2019

“Without doubt my favourite thing about working with Sinfonia Cymru is that it feels like such a collaborative environment. There's not one voice we have to agree to and follow – it feels like every player is equally valued and respected. I also love how diverse it is, each project is unique and that makes it so rewarding for us as players, as well as regular audience members.”

Carys Evans, Horn

“There is an incredible culture at Sinfonia Cymru that exists across the players and the management; everyone has a can-do attitude and a generous spirit. This has a direct and quite special effect on the music-making.”

Caroline Pether, former Leader

About Sinfonia Cymru

Fresh, energising, nurturing, mind-blowing. Our orchestra is here to shake things up and prove that classical music is for everyone.

Our mission is simple, we want to make sure everyone in Wales has the opportunity to enjoy quality musical experiences. We go the extra mile to make our concerts affordable and accessible. We bring our music to the heart of Welsh communities, performing in places our audiences feel at home; from village halls to pubs, from fruit and veg shops to care homes, schools and beyond! We do everything we can to ensure you enjoy your time with us.

We work with some of the best under 30s musicians from Wales and the world. When they're with us, we help them to grow. We don't tell them what to do. We support them to take the lead. We encourage them to curate and programme their own concerts and we inspire them to explore new ways of collaborating. This is why our concerts are fresh, exciting and memorable for our audiences.

We don't stop there. We invite incredible guest artists to work with our musicians; Welsh folk singers and musicians like Casi Wyn, Cerys Hafana, Patrick Rimes, Bryn Terfel, Catrin Finch and Kizzy Crawford, and international stars like Jess Gillam, Lucienne Renaudin Vary and Abel Selaocoe. We're also passionate about inspiring the next generation of Welsh music stars, this is why we organise free music workshops in schools and colleges as part of our programme.

When it comes to style, we're not black tie and we're not boring. It's mainly classical, but our musicians are empowered to put their own stamp on it. You'll often see us mixing styles too by throwing in some jazz, world music, blues, folk, rock, pop and a cappella. Expect the unexpected, and always high quality.

We are a small, enthusiastic team passionate about making a big impact on Welsh communities and the development of young talented musicians. We never sit still. In 2023, we ditched our Cardiff office and created a new and innovative 'Hafan' partnership with Welsh community venues. Our team is now based at Aberystwyth Arts Centre, Holton Primary School in Barry and The Riverfront in Newport. What we did with the office rent? We invested that into additional projects and tours for our Welsh audiences to enjoy.

That's us. We've set the scene. We dare you to come along and experience it.

Vision, mission, values, and strategic objectives

Vision

OUR LONG-TERM ASPIRATION FOR CLASSICAL MUSIC IN WALES

- Our vision is that everyone in Wales will have the opportunity to access classical music and that far more people, from a diversity of backgrounds, will participate in, be inspired by, and attend classical music.

Mission

OUR PURPOSE, THE TWO DRIVERS FOR EVERYTHING WE DO

- We are dedicated to championing outstanding young professional musicians from across the UK and supporting them in the early stages of their careers to give them the very best start. Through this, we will provide exceptional musical experiences for audiences and participants across Wales.

Values

THE VALUES THAT UNDERPIN OUR WORK

- We love making music together and we communicate this spirit to our audiences – that's why our performances are so special.
- We work together in an open, inclusive and collegiate way – we don't create barriers and we respect everyone's views.

Strategic principles

THE GUIDING PRINCIPLES THAT HELP US DELIVER OUR MISSION

- We will maximise the number of performance opportunities that we provide for our players, ensuring a wide range of activity for them and for audiences.
- Some elements of the programme will be player-led, encouraging musicians to contribute programme ideas and giving them the chance to create innovative performance strands.
- We will also seek out opportunities to work with musicians from other genres, giving players the opportunity to work outside the standard classical framework.
- Aspects of our programming will challenge the status quo – while there will still be performances presented in a traditional classical / orchestral way, we will also experiment with formats that challenge the traditional classical music approach, finding new ways to make classical music meaningful to a broader and more diverse audience.
- We will take our music to rural as well as urban centres, working responsively with local advocates over the longer term so we become embedded within the communities to which we tour. During the life of this plan, we will achieve a significant increase in the amount of work delivered in rural locations.
- We will explore ways in which we can increase our inclusivity, including through artistic collaboration, recruitment of new players, innovative ways of working, and audience development.
- We'll tackle perceptions of classical music as being 'not for people like me' and ensure our performances are accessible. We'll keep our ticket prices low, and we'll communicate in an open and engaging way, using non-specialist language. We'll encourage artists to communicate with the audience during our performances.

Job description

The team

The Concerts & Projects Assistant will support Joseph Evans, Concerts and Projects Manager, assisting him on the delivery of rehearsals, concerts and workshops. Other members of the team are: Caroline Tress, Chief Executive; Tammy Daly, General Manager; Heulwen Davies Marketing Consultant; Becky Mercer, Audiences & Communities Co-ordinator and Simmy Singh, Creative Associate.

This role is an excellent opportunity for someone who is looking for their first professional role within an arts organisation, or someone who wants to broaden their experience at an early stage within their career, through well-rounded, hands-on experience across an organisation. There will be opportunity to get involved in all areas of the organisation, working as part of a small team with very supportive colleagues.

Key purpose of the role

To work with the Concerts and Projects Manager, to assist with logistical preparations for all of the orchestra's activity, including maintaining the music library catalogue, hire and preparation of parts, booking accommodation and travel for musicians, preparing and distributing schedules to musicians, technical teams and venues, and assisting with rehearsal and concert management. To assist with marketing and other administrative tasks where needed.

Main tasks

The Concerts & Projects Assistant will provide support in a number of areas, including:

Rehearsals and Concerts

- Provide support to the Concerts and Projects Manager in the running of all orchestral and chamber music activity.
- Assist the Concerts and Projects manager in stage layout for rehearsals, concerts, recording sessions.
- Assist the Concerts and Projects Manager with packing down and get out of venues for all activity.
- Stage Management responsibility, as directed by Concerts and Projects Manager.
- Maintain appropriate and positive professional working relationships with musicians, guest artists, venue colleagues and technical teams.
- Ensure guest artists and musicians are looked after and supported to receive the best possible experience of working with Sinfonia Cymru and achieve their artistic aims.

Planning

- Book travel and accommodation for orchestra players and guest artists, in accordance with project budgets.
- Obtain quotes for percussion hire, sound equipment and staging.
- Support the Concerts and Project Manager with putting together schedules for internal teams, musicians, technical and venue teams.
- Assist with processing payments for musicians and freelancers.

Music Library

- Sourcing and preparation of music and scores for each project.
- Marking up parts with bowings, cuts, rehearsal letters/bar numbers and other markings, and to liaise with the leaders and musicians in order to achieve this.
- To pad and de-pad orchestra materials for rehearsals, concerts, workshops and recording sessions.
- To liaise with Concerts and Projects Manager and General Manager over editions to be used, orchestrations and hire budgets.
- Keeping an accurate record of music owned by Sinfonia Cymru.

Marketing & Administration

- Taking photographs at rehearsal and workshops for marketing team to post on social media.
- Other administrative tasks as they arise.

Person Specification

The successful candidate will have a background in, and enthusiasm for, classical music and an understanding of the demands of working for a professional orchestra.

Experience, competencies and skills	Essential	Desirable
Education and Qualifications		<ul style="list-style-type: none"> • Relevant arts management qualification
Experience	<ul style="list-style-type: none"> • Ability to work fast and accurately to tight deadlines • Experienced and confident driver with UK licence • Knowledge of the classical orchestral sector • Experience working with professional musicians • Ability to prioritise • Ability to work on own initiative and as part of a team • Ability to act and work with relevant confidentiality 	<ul style="list-style-type: none"> • Relevant administration/concert management experience (professional or amateur)
Skills and knowledge	<ul style="list-style-type: none"> • Knowledge of classical music • Ability to read music • Attention to detail • Literate, articulate and numerate, with excellent communication skills • Well-developed IT skills, with the ability to learn new IT packages 	<ul style="list-style-type: none"> • Ability to speak and write in Welsh
Personal qualities	<ul style="list-style-type: none"> • Positive and collaborative • Personally resilient • Hardworking, focussed and reliable • Able to work flexibly in the evenings and at weekends, as required (time off in lieu will be provided) • Adaptable and willing to learn 	

We want our workforce to be representative of all sections of society and we actively welcome candidates who are currently underrepresented in classical music in the UK.

Salary and conditions

This is a part time role of 3 days a week for a fixed term of 6 months at a salary of around £12,300 per annum (based on a Full Time Equivalent salary of £20,500 per annum). There may be potential to extend the contract beyond the initial 6 months, depending on funding.

We are a small organisation and operate a flexible work environment, and offer a hybrid of homebased working and working from our local Hafan hubs in Newport, Vale of Glamorgan and Aberystwyth. Applicants will be expected to work regularly from the Vale of Glamorgan (where our Concerts and Projects Manager is based) and Cardiff (where our music library is based), and will tour regularly all over Wales with the musicians.

Holiday entitlement will be pro-rated based on a full time equivalent of 20 days plus bank holidays (8). Based on the rehearsal and performance schedule, the role requires regular weekend and out of hours working, and some short periods away from home.

Application process

Applications should be sent by email to tammy@sinfonia.cymru. Please provide a CV, plus a written application of no more than two additional pages expressing your interest in the role and what you feel you can bring to Sinfonia Cymru. The written application should be presented in either Welsh or English. The full application should be provided in a single PDF file.

The deadline for applications is midday on 28th January. Shortlisted applicants will be invited to interview on 1st or 2nd February. We would like the successful candidate to start ASAP.