
All Souls Music is also known as Langham Arts Trust
Registered charity 1059611

All Souls Music Ensembles Co-ordinator

All Souls has a unique and privileged role in the church today - geographically central, theologically conservative and outward looking, musically unique and creative; a beacon to inspire others to follow.

There is a huge opportunity to be part of the team that shapes All Souls Music in a 21st century context under the leadership of Senior Music Minister Michael Andrews, as we aspire to reach a new generation of worshippers.

A key part of this is found in maintaining good relationships with the musicians of the All Souls Orchestra and their support team; and working with the team to attract and integrate them into the ministry of All Souls Music. This will be achieved primarily through the efficient communication and administration of the Orchestra activities, both within All Souls (through involvement in Sunday services, but also Parish services - weddings, memorials, etc.) and beyond (through concerts and other activities), including areas of the Prom Praise for Schools project.



Person & Capability Specification:

Attribute	Essential	Desirable
Proven Skills & experience	<ul style="list-style-type: none"> • Knowledge and experience of orchestras: ideally with experience of an orchestra management environment with an understanding of its demands. • Good music skills, including good facility with music production software (ideally Sibelius). Able to carry out tasks competently such as recording music, arranging and typesetting it as required. • Reasonable competency with cloud-based documents (Google or equivalent) • Excellent administrative and time management skills 	<ul style="list-style-type: none"> • Knowledge of orchestral & choral repertoire • Experience of an office environment
Personal Qualities	<ul style="list-style-type: none"> • A committed Christian in full sympathy with the aims and values of All Souls Church. • Clear and open communicator able to engage with a wide range of age groups, musical ability and Christian understanding; also confidence to give direction when required. • Physical ability to make hands-on contribution to the demands of a performance environment and the sometimes extended hours involved. • Ability when under pressure to anticipate challenges, offer solutions and adapt to the moment. • Prayerfully-motivated worker, with a servant heart and desire to live a life of Christian integrity and apply it to all aspects of work. • Team-player, contributing to the ethos of the All Souls Music Team in sharing prayer times, sharing chores and engaging in tasks with good humour. 	
Education/ Qualifications	<ul style="list-style-type: none"> • Ability on at least one orchestral instrument 	<ul style="list-style-type: none"> • Music degree • UK driving licence

Key relationships

Primary key relationships	Senior Music Minister (SMM), other members of All Souls Music team
Line manager	Productions Artistic & Technical Manager (PATM)
Other key relationships	Musicians (volunteers), Orchestra Support team (volunteers), All Souls staff



Details of the role

1. Orchestral Management

Assisting in the day-to-day support of ticketed events of All Souls Music, with particular responsibility for:

- A. Coordinating recruitment of musicians per event on behalf of Senior Music Minister; liaising with volunteer Fixers and All Souls Music staff in preparing and disseminating information. Fix players as required by the Fixers or SMM.
- B. Scheduling and coordinating termly Fixers meetings: forums for feedback on past events, plan for future engagements and maintain pastoral support for the network of ASO musicians.
- C. Maintaining records of player involvement in activities (including concerts and ASLP services), updating the database of ASO musicians, liaising with the All Souls Music Co-ordinator to ensure good integration of musicians into the church or orchestra fellowship where appropriate.
- D. Support Productions Artistic & Technical Manager (PATM) in management of regional events in any tasks relating to personnel needs for events in the UK and abroad (travel, accommodation etc).

2. Music Preparation

- A. Supporting the Senior Music Minister on development of programme content: sourcing, commissioning and/or hiring orchestral sets to suit (including checking copyright permissions). Similarly, sourcing and preparing matching SATB choral scores for inclusion in Prom Praise Gathered Choir booklets.
- B. Similarly, in liaison with PATM, to source appropriate arrangements for guest artists.
- C. Liaising with the volunteer Orchestra Librarian in collating music (hired and arranged) to build orchestral pads in advance of the rehearsals; including providing practical support to the Orchestra Librarian during periods of high activity in the music team's calendar.
- D. Coordinating library requirements for smaller scale projects at the discretion of the Orchestra Librarian and SMM, and provide any other assistance as requested: including, but not limited to, ad hoc use of Sibelius software for arranging, transcribing or copying.

3. Rehearsal and Performance Support

Rehearsal: take overall responsibility for the coordination of rehearsals, including, but not limited to:

- A. Preparing of player line-ups for disseminating to Section Fixers and String Principals for desking, as well as Senior Music Minister and volunteer Orchestral Stage Manager for player attendance and setup of rehearsal space. Including drawing layout plans to match.
- B. Liaising between PATM and Stage Manager regarding any other requirements for rehearsals which can be delegated to the volunteer Stage Team to assist with as required. Including, for example, technical (PA/AV) support, space issues, lighting issues, hearing protection, health & safety.
- C. Work with SMM to create rehearsal plans and communicate this to players, stage team and PATM.

Performance: liaising with PATM, ensure requirements are covered for the onstage and backstage environment at Prom Praise events and other external performances; particularly ensuring volunteer Orchestral Stage Manager and stage team are fully briefed, by:

- A. Coordinating backstage and onstage personnel needs through drawing up stage plans (to be approved by SMM), creating loading lists, setting up directions, setting up dressing rooms and ensuring catering arrangements are covered (some of which can be delegated on larger events).
- B. Providing practical support to the orchestral Stage Manager during periods of high activity in the music team's calendar including, for example, assisting with the loading/unloading of the van, or deputising as Orchestral Stage Manager at their discretion and that of the Senior Music Minister / PATM.

4. Prom Praise for Schools (PP4S) Project

- A. Working with the Productions team to produce the biennial Prom Praise for Schools project
- B. Taking particular responsibility overseeing parts of the Teacher's Resource pack that involve music notation (Sibelius and audio editing) or detailed repertoire knowledge, and supporting other areas as required.
- C. In conjunction with key specialist volunteers, overseeing the recruitment, training and development of All Souls Orchestra musicians to contribute to schools visits as part of the PP4S project. Particularly responsible for working with schools to schedule and coordinate the workshops.

5. ASLP miscellaneous fixing

- A. Booking additional players and singers for ad hoc activities as required by the Parish (weddings, memorials, funerals and other special services, etc) collaborating as required with the various members of ASLP events team (Rector's PA, Events Coordinator, Tech Team, etc).
- B. Booking suitable Music Director per event and provide them with practical support (preparing music, arranging tech support and other logistics).
- C. Being the liaison point between players/singers, MD and Finance, in ensuring that they are given clear instruction on requirements, and administration if payments are efficiently handled (where applicable).



Administrative detail

Job title Ensembles Co-ordinator

Band 4

Starting salary In region of £24,000 pa

Department All Souls Music (Langham Arts Trust)

Location Mostly All Souls Music office (Robert Adam Street) and All Souls Church. There is capacity for working from home, at a maximum of 2 days per week.

Hours Full-time: 35 hours pw (plus lunch breaks)
This will include regular availability at weekends (for concerts) and midweek evenings (for rehearsals). There will also be a requirement to be regularly available at All Souls on Sundays to support orchestra activities and development relationships with musicians and stage team. These times will qualify for TOIL.

Annual Leave 25 days + Bank Holidays

Pension The post holder is automatically enrolled into the People's Pension Workplace Pension Scheme (benefitting from employer contributions) after completing 3 months service with Langham Arts Trust, if you meet the age and earnings criteria set out by the Government.

There is an occupational requirement that the job-holder is a Christian under Part 1 of Schedule 9 to the Equality Act 2010