

philharmonia orchestra

DIRECTOR OF EDUCATION (Maternity Cover)

JOB DESCRIPTION

Reports to:	Managing Director
Contract terms:	Maternity cover, from July 2017 for 6 months minimum contract (12 months maximum)
Line manages:	Education Projects Manager Education Assistant Concerts and Education Department Apprentice (managed jointly with Concerts Department)
Key role objectives:	To lead and develop the Philharmonia Orchestra's Education Strategy in collaboration with the Managing Director and other Senior Management colleagues, building upon its success and keeping it at the heart of the company's core purpose.

The successful candidate will be a creative and strategic thinker who can work collaboratively across the breadth of the company and with external partners.

ABOUT THE PHILHARMONIA ORCHESTRA

Widely acknowledged for its pioneering approach to the role of an orchestra in the 21st century, the Philharmonia leads the field for the quality of its playing and its innovative work with residencies, music education, audience development and the use of new technology to reach a global audience. Together with its relationships with the world's most sought-after artists, most importantly its Principal Conductor and Artistic Advisor Esa-Pekka Salonen, the Philharmonia is at the heart of British musical life.

The Philharmonia's education and outreach programme strengthens and supports the Orchestra's presence in London and UK residencies, adding another dimension to the Orchestra's work, and reflecting the Orchestra's artistic integrity, identity and quality. The Department's work falls into four distinct strands – Schools and Young People, Communities and Family, Insights and the Emerging Artists Programme, reaching tens of thousands of people every year.

Through high quality, relevant and compelling programmes, we endeavour to inspire, excite, empower and engage a broad range of participants via an imaginative portfolio of participatory and educational projects, rooted in and reflecting the diversity of our residency communities. Partnership working is embedded within our practice, and as

committed collaborators we design our projects with a wide range of organisations and stakeholders including our residency venues, Music Education Hubs, schools, universities, conservatoires, other arts organisations, community groups and local authorities.

ROLE & RESPONSIBILITIES

Strategic Direction, Planning and Advocacy

- In conjunction with the Managing Director, develop and sustain the strategy for Education, ensuring that the company remains at the forefront of innovation and creativity in its work with young people, community groups, emerging artists and audiences.
- Work with the Managing Director and Senior Management colleagues to ensure that education activity is integrated into the Orchestra's artistic programming, maximising opportunities to collaborate across Philharmonia Orchestra Departments and ensuring that the work of the Education Department serves to strengthen key activity, e.g. UK residencies and Digital project work.
- Undertake research and mapping as required to ensure that the Education Programme responds to local and regional needs and complements the work of other providers.
- Keep abreast of educational policy and practice at national and regional governmental level, ensuring that project development is aligned with current thinking and strategic development.
- Develop bespoke and distinctive project content in strategic partnership with local and national bodies, allied to the core work of the Orchestra.
- Sustain and strengthen existing partnerships for funding and delivery with key stakeholders, including Local Authorities, Music Education Hubs, community groups, arts organisations and venues, private and public development agencies and schools, colleges and universities.
- Represent the Orchestra on the Strategic Boards of the Leicester Music Education Hub (6 meetings per year), Music for Bedford Borough Hub (4 meetings per year) and the Bedford Cultural Education Partnership.
- Work as a member of the Philharmonia Orchestra's Senior Management Team, contributing to the general strategic direction of the company.
- As required, report to the Council of Management and Philharmonia Trust.

Programme Management and Delivery

- Oversee all aspects of project management, planning and production of the various projects and workshops which make up the Philharmonia's Education Programme, liaising with the Director, Residencies and Regional Programme on key planning and strategy relating to the Orchestra's residencies.

- Manage the Orchestra's flagship Emerging Artists Programme, including the Composers' Academy and Philharmonia MMSF Instrumental Fellowship Programme.
- Manage the pilot Young Fellowship Programme, a key new piece of strategy for the Orchestra in response to the ACE's Creative Case for Diversity.
- Work with Senior Management colleagues on developing and planning the Orchestra's next large-scale audience development project in London and the UK residencies, in close liaison with the Concerts, Education, Digital and Marketing Departments.
- Depending on workload across the team, take on direct project delivery for some of the Department's other projects, particularly within The Orchestral Experience strand.
- Evaluate all projects to share outcomes with stakeholders and partners and to learn lessons for developing and delivering future projects.
- Work with the Managing Director and other Senior Management colleagues in the preparation of the Philharmonia Orchestra's Business Plan and Arts Council submissions.

Leadership and Management

- Provide creative leadership and direction for the Education Department, reflecting and clearly articulating the Philharmonia's values and vision.
- Directly manage, develop and inspire the Education Projects Manager, Education Assistant and Education Department Apprentice, setting challenging and exciting objectives in order to ensure that they can play a full part in the development and management of the Education Programme.
- As required, manage the Education team's support staff, such as freelance Project Managers, animateurs and musicians.

Finance and Fundraising

- Contribute to, and where appropriate lead, the fundraising activity for Education, pro-actively seeking funds to support the Education Programme, including seeking income-generating partnerships with Education Hubs, education providers and community groups.
- Pro-actively support the Development Department's efforts to secure sponsorship and funding for the Education Programme by working closely with the Development Director and Head of Trusts and Foundations in preparing applications and helping to manage relationships with Trusts and Foundations.
- Create and manage budgets for the Education Department, reporting progress on a regular basis with Senior Management colleagues.

- Work with the Finance Director to create robust processes and systems for the management of both income and expenditure.
- Ensure effective reporting to external funding agencies, local authorities, sponsors, and other stakeholders who have supported the Education Programme.

Marketing and Communication

- In consultation with the Marketing Director, agree appropriate and targeted communications and marketing strategies to increase knowledge of the work, profile of the programmes, and number and diversity of participants.
- Commission and oversee production of project-specific marketing materials.
- Help to develop and support the Orchestra's Audience Development Strategy, in close partnership with the Marketing and Digital Directors.
- Ensure that key national and regional stakeholders, including councillors, have a detailed understanding of the Orchestra's Education work, as well as ensuring effective and constructive communication with artists and musicians engaged in the Philharmonia Orchestra's Education Programme.

General

- Attend all Education project culminations and, in rotation with the Education Projects Manager and Education Assistant as appropriate, attend project workshops, rehearsals and sessions. The majority of projects take place outside London, in Philharmonia Orchestra residency locations, and the postholder will be required to attend around 60 events per year.
- Represent the Philharmonia at external meetings and conferences, as required, acting as an advocate and ambassador for the Orchestra.
- Ensure that the Philharmonia Orchestra's safeguarding policy and procedure is up-to-date and effectively implemented, including responsibility as the Philharmonia's Designated Safeguarding Officer, and for ensuring that all relevant staff and freelance practitioners have current DBS checks.
- Undertake such other duties as may reasonably be required by the company.

PERSON SPECIFICATION

Knowledge and Experience

- A minimum of three years' experience of working with young people and/or schools, colleges and universities in an arts environment.
- An understanding of the barriers to arts engagement, particularly with young people/social exclusion.
- A knowledge of the arts combined with an appreciation for and understanding of classical music.
- Experience of fundraising and working in partnership with Trusts and Foundations.
- Experience in managing multiple projects simultaneously.

- Understanding of current issues with regard to child protection and vulnerable adults.

Skills and Abilities

- Ability to lead, manage and motivate a team, including freelance staff and volunteers, ensuring high performance.
- Sound financial skills and a proven ability to set and manage complex budgets and work to financial targets.
- Excellent verbal and written communication skills, for a variety of audiences.
- Demonstrable ability to effectively manage and deliver high profile and largescale projects.
- Strong organisational and time management skills; meticulous attention to detail.
- Ability to deliver in a fast paced environment with the ability to remain calm under pressure.
- Ability to make decisions and solve problems creatively and pragmatically.
- Ability to contribute strategically to the development and management of the company as a whole.

Attributes

Ability to work on own initiative and as part of a small, busy team.

Capacity to inspire and motivate others.

Positive, friendly and professional attitude.

Resilience.

Willingness to work unsocial hours, including evenings and weekends.

Willingness to travel extensively within the UK, as required.

ADDITIONAL INFORMATION

- Salary: circa £40,000 per annum pro rata, according to experience.
- Hours: 9.30 - 17.30 (35 hours per week) Monday - Friday, plus evening and weekend work as required.
- Annual leave: 33 days per annum pro rata, including public holidays.
- The Company will contribute 6% of salary to a qualifying pension scheme.

APPLICATION PROCEDURE

To apply, please email your CV and covering letter to Fiona Martin, Deputy Managing Director: fiona.martin@philharmonia.co.uk

Please include details of two referees in your application, stating at what point in the recruitment process each of them may be contacted (we will not contact your referees without your permission).

Deadline for applications: **17.30 on Monday 15 May.**

Short-listed candidates will be invited for a first-round interview on **Friday 26 May.**

Second interviews will be held on **Monday 5 June.**

The Philharmonia Orchestra is committed to equal opportunities. We are working to achieve diversity and welcome applications from all sections of the community.