



## Head of Artistic Planning and Production

Dunedin Consort is one of the world's leading baroque ensembles, recognised for its vivid and insightful performances and recordings. Its ambition is to allow listeners to hear early music afresh, and to couple an inquisitive approach to historical performance with a commitment to commissioning and performing new music

We are looking to recruit an ambitious, highly motivated and enthusiastic individual to join Dunedin Consort as its **Head of Artistic Planning and Production** on a 5-day week **full-time basis**. Due to the nature of our work, candidates will be expected to work some evenings and weekends, and to travel nationally and internationally as required by our touring schedule.

Based primarily at the Dunedin Consort office in central Edinburgh — with some scope for remote working — you will oversee the Artistic Planning and Production of Dunedin Consort's annual programme of concerts, events and recordings, providing a supporting role to the Chief Executive and the Music Director. The ideal candidate will have 3 years' experience of working in an arts environment, preferably the performing arts, as well as a passion for classical music and experience of programming baroque music. The position would suit someone currently working in arts administration with experience in project planning and strategic development. The successful candidate will need to demonstrate an ability to coordinate complex projects, have an exceptional eye for detail, and be adept at forming strong professional relationships.

Dunedin Consort is a small but ambitious and dynamic team with strong plans for the future, where every individual plays a significant part in shaping our work. We work collaboratively and supportively across all our output. You will therefore find yourself well supported by the rest of the team as you take the lead in project planning. Our concert and learning and participation programmes have expanded significantly in recent years, so this is an ideal post for someone who wants to help make a real difference to our trajectory as the company grows and develops.

Dunedin Consort is an Equal Opportunities employer. We will consider a range of part-time and flexible working models, including condensed hours, days working from home, or other structures to accommodate a range of personal circumstances, and to ensure equality of opportunity between those who share a relevant protected characteristic and those who do not.

### **Application process:**

Please send a copy of your C.V. to Andrew Trinick, Chief Executive, at [andrew@dunedin-consort.org.uk](mailto:andrew@dunedin-consort.org.uk), along with a covering letter explaining why you would like to work with Dunedin Consort and how you believe your skills fit the requirements of the role. Please aim for your CV to be no longer than two pages.

Pre-application conversations are welcomed. If you would like to discuss the role or the company in advance of applying, please contact Andrew Trinick at [andrew@dunedin-consort.org.uk](mailto:andrew@dunedin-consort.org.uk).

If you have any disability that prevents you from following the application process as described, please contact the office on 0131 516 3718.

**Deadline for applications:** 21 May 2025, 5pm,

**Interviews:** Weeks beginning 26 May and 2 June 2025 as required.

**Start date:** As soon as possible

**Salary:** £32,000 - £35,000 based on experience

# Job Description

Key Result Areas	Key Tasks	% of time
Planning & Administration	<ul style="list-style-type: none"> <li>• Working collaboratively with the Chief Executive and Music Director to create innovative and compelling artistic programmes</li> <li>• Assisting the Chief Executive with project planning and development</li> <li>• Liaising with existing and new promoters, and helping to form new professional partnerships</li> <li>• With the Concert Manager seeking, securing and liaising with concert venues</li> <li>• Working with the Head of Marketing to promote the organisation's projects and events</li> <li>• Working with the Learning &amp; Participation Manager(s) to integrate the organisation's educational activity within the wider performing programme</li> <li>• Assisting with reports to stakeholders, particularly Creative Scotland and other funders</li> <li>• Assisting with preparation and scheduling for board meetings, including preparing minutes and other materials</li> <li>• Attendance at industry conferences and events as required</li> <li>• Management Responsibility for Freelance workers (the Musicians)</li> </ul>	60%
Production	<ul style="list-style-type: none"> <li>• With the Concerts Manager the pre-concert management for Dunedin Consort's concerts and tours</li> <li>• With the Concerts Manager preparing schedules and technical riders for rehearsals, performances and recordings</li> <li>• Keeping up-to-date records and files of projects and logistical arrangements</li> <li>• Acting as the primary point of contact for concert venues, agents and promoters</li> <li>• With the Concerts Manager Oversight of Dunedin Consort's library, and preparation of performance materials</li> <li>• Working with Concerts Manager to advise on booking (fixing) musicians.</li> <li>• With the Chief Executive and Concert Manager - tracking expenditure and post-tour invoicing and tracking tracking player payments</li> <li>• Concert and stage management at performances as required (lifting and moving stage items and instruments)</li> <li>• Creating, filing and managing Risk Assessments as required.</li> <li>• Driving the Dunedin Consort Van as required to venues</li> </ul>	40%

# Person Specification

Essential personal criteria	<ul style="list-style-type: none"><li>• Passion for music and advocate for the arts sector</li><li>• Highly organised, self-motivated and enthusiastic about Dunedin Consort and its place within the classical music industry</li><li>• Thorough understanding of artists' needs, and concert and touring logistics</li><li>• Strong strategic mindset</li><li>• High level of relevant IT skills</li></ul>
Essential skills and abilities	<ul style="list-style-type: none"><li>• First-class communication and interpersonal skills</li><li>• Excellent and demonstrable writing skills</li><li>• Ability to read music, with music library skills</li><li>• Strong organisational and planning skills with exceptional attention to detail</li><li>• Ability to work under pressure and prioritise</li><li>• Ability to work to fixed budgets</li><li>• Creative approach to problem-solving</li><li>• Ability to build positive and constructive relationships with internal and external contacts</li><li>• Passion for music and advocate for the longevity and development of culture and the arts</li><li>• Understanding of the classical music market</li><li>• Understanding of Baroque orchestra and choir/soloist needs</li><li>• High levels of self-motivation</li><li>• Ability to work both independently and in collaboration with other members of the Dunedin Consort team</li><li>• Clean Driving Licence</li></ul>
Essential experience	<ul style="list-style-type: none"><li>• Minimum three years' experience of working in an arts organisation in a planning or senior administrative role.</li><li>• Demonstrable experience of managing a varied workload and achieving objectives.</li><li>• Knowledge and experience of Baroque repertoire</li></ul>
Desirable	<ul style="list-style-type: none"><li>• Music qualification or performance experience an advantage</li><li>• Experience of working with a CRM database</li><li>• Interest in digital production and social media communication</li></ul>
Special conditions	Applicants must be able to regularly attend concerts and events within the UK and occasionally internationally outside of normal working hours as required by the company's performance schedule.

# Introducing the Dunedin Consort

## Mission statement

To be recognised as one of the world's leading baroque ensembles, a group that is rooted in Scotland but admired internationally for its insightful and creative programming.

To move, engage, challenge and delight our audiences with performances, recordings, educational activities and digital output of exceptional quality, both in Scotland and beyond.

To reach new audiences and diversify our activities with programming that is rooted in historical performance, but which can take our listeners on interesting — and sometimes unexpected — journeys into different repertoire. To remain relevant, vital and inquisitive, and to bring the same sense of freshness, innovation and curiosity to our listeners in everything that we do.

To care for, nurture and embrace a diverse, contemporary society through a wide-ranging learning and participation programme that is accessible to all, both inside and outside the concert hall.

## Vision

Over the past 25 years, Dunedin Consort has blossomed into an ensemble that is recognised worldwide for its insightful performances and recordings. It is renowned above all for its exceptional musicianship, and for its insightful, inquisitive and often revelatory approach to music-making, breathing new life into familiar repertoire and often revealing deep-seated connections between seemingly disparate works.

It has amassed a collection of award-winning recordings and now has an annual touring schedule that complements its work at home in Scotland, with regular appearances across the UK, Europe, and North and South America. In 2021 it was the Winner of the RPS Ensemble Award.

We do not only play baroque music. In recent years, Dunedin Consort has commissioned new pieces by well-known contemporary composers including Erollyn Wallen, Sally Beamish, Cassandra Millar, Tansy Davies, David Fennessy and Caroline Shaw.

Dunedin Consort is rooted in Scotland. Its primary audience, supporters and beneficiaries are based here, and with Creative Scotland funding secured until 2028, its work is underpinned by a commitment to its Scottish heritage.

In recent years Dunedin Consort has broadened this commitment with an expanding programme of work outside the concert hall, benefitting new listeners of all ages and backgrounds, and reinforcing the transformative power of music across communities. We deliver an extensive primary school workshops programme, dedicated mentoring schemes for young singers and instrumentalists, and one-to-one performance classes for non-professional musicians. We also host free open rehearsals and relaxed and accessible performances for those with additional support needs.

## About Dunedin Consort

With pioneering research fuelling our historically informed performances, Dunedin Consort strives to bring our listeners performances that are not only of the highest quality, but which are also compelling, innovative and alive. The ensemble has earned two coveted Gramophone Awards and a Grammy nomination, alongside a further four Gramophone Award nominations, three BBC 'Building a Library' recommendations and two Scottish Album of the Year award nominations, along with the 2021 Royal Philharmonic Society Ensemble Award.

From the festivals of Europe to the concert halls of North and South America, Dunedin Consort is a major presence on the international stage. At home in the UK, the ensemble is a regular at the BBC Proms, London's Wigmore Hall and Edinburgh International Festival, while the group's ground-breaking recordings have seen its popularity spread across the globe.

*'John Butt conducts Bach's eternal masterpieces as though the music were the elixir of life. Silky strings, spicy winds and raucous horns gave the music a colour that any baroque ensemble would envy.'*

— The Times ★★★★★

*'Joy, passion and precision... it was as though Butt and his players were rediscovering this well-known music afresh all over again, and taking their listeners with them.'*

— The Scotsman ★★★★★

## Directors

Dunedin Consort performs on period instruments and is led by its Music Director, John Butt. John's musical ideas and research have not only shaped our work but have also influenced how many other musicians present theirs. He is particularly respected for his research into the music of the J.S. Bach. He was, until recently, Gardiner professor of music at Glasgow University. He has written several books for Cambridge University Press and in 2013 was awarded the OBE for his services to music in Scotland. John's lively personality and inquisitive mindset bring a unique sense of discovery to the music making process, which is founded on a strong relationship with a close-knit group of musicians and a collegiate approach to rehearsals.

He was joined in 2020 by Nicholas Mulroy as Dunedin Consort's Associate Director. A longstanding member of the group, Nicholas has helped to shape much of the group's vocal programming in recent years and continues to appear regularly as a soloist, while also directing a number of other programmes.

We have been pleased to work with a number of guest Directors in recent years including Johanna Soller, Kristian Bezuidenhout, Grete Pedersen, Ellie Slorach, and Peter Whelan.

