



WORK WITH THE CBSO

CHORUS PRODUCER

The Chorus Producer will lead on the delivery of work for young singers and community choirs across the Learning & Engagement department. They will work closely with the Chorus Manager to ensure all activities are delivered to the highest quality and deliver against their targets.

SALARY: £28,000 per annum

HOURS: 35 hours per week

LOCATION: Birmingham

REPORTING TO: Chorus Manager



ABOUT THE CBSO

The City of Birmingham Symphony Orchestra (CBSO) is an internationally celebrated symphony orchestra, at home in Birmingham. A family of 90 incredible musicians, led by Music Director Kazuki Yamada, proud to make exciting musical experiences that matter to the people of Birmingham, the West Midlands and beyond.

Resident at Symphony Hall, the orchestra's musicians perform over 150 concerts each year in Birmingham, the UK and around the world, with music that ranges from classics to contemporary, soundtracks to symphonies, and everything in between. With a far-reaching community and education programme, a ground-breaking partnership with Shireland Collegiate Academy Trust, and a family of choruses and youth ensembles, it is involved in every aspect of music-making in the Midlands – and has been for more than 100 years.

This longstanding tradition started with the orchestra's very first symphonic concert in 1920 – conducted by Sir Edward Elgar. Ever since then, through war, recessions, social change and civic renewal, the CBSO has been proudly 'Birmingham's orchestra'. Under principal conductors including Adrian Boult, George Weldon, Andrzej Panufnik and Louis Frémaux, the CBSO won an artistic reputation that spread far beyond the Midlands. But it was when it discovered the young British conductor Simon Rattle in 1980 that the CBSO became internationally famous – and showed how the arts can help give a new sense of direction to a whole city. Rattle's successors, Sakari Oramo, Andris Nelsons and Mirga Gražinytė-Tyla, helped cement that global reputation and continued to build on the CBSO's tradition of flying the flag for Birmingham.

In April 2023, Emma Stenning was appointed Chief Executive and Kazuki Yamada took up the post of Chief Conductor and Artistic Advisor, and in May 2024 became Music Director. Under their dynamic leadership, the orchestra continues to celebrate the joy of music, and the brilliance of its home city of Birmingham, through creating unmissable and unforgettable musical experiences for all.

OUR COMMITMENT TO EQUALITY AND DIVERSITY:

The CBSO is an equal opportunity organisation: we value diversity in our organisation and welcome applications from everyone. We consistently monitor our recruitment process to ensure that individuals are selected based on their relevant merits and abilities and receive equal treatment.

You will be welcomed at the CBSO and will find an inclusive environment where different views and experiences are valued, and everyone is able to be themselves. We recognise and understand the importance of diversity and inclusion and want our organisation to be representative of the audiences, people and communities we serve.



KEY RESPONSIBILITIES

Project Delivery

- To support the delivery of all CBSO Choruses and choirs (CBSO Chorus, CBSO Youth Chorus, CBSO Children's Chorus, CBSO SO Vocal, and Shireland CBSO Academy Choir), their weekly rehearsals, regular auditions, and regular on-stage performances.
- Lead on planning and logistics for Children's Chorus, Youth Chorus, and Shireland CBSO Academy Choir performances – liaising with relevant internal and external personnel and agencies, in addition to producing seating plans and arranging travel as required.
- Book rehearsal and audition venues (internal and external) as required.
- Undertake the hiring and purchase of music as required, maintaining our repertoire library, and liaising with the Library and Chorus Manager to arrange copyright permission/licensing if needed for performances and recordings.
- Lead on applications for Child Performance Licenses for activity in Birmingham and across the UK, and to book and oversee a team of licensed volunteer chaperones.
- Working closely with members of the team to recruit new singers to our choral programme, across all of our choruses.
- To ensure the CBSO is fulfilling all aspects of our Safeguarding Policy, ensuring all staff working with young people have relevant DBS checks and understand our policies and procedures.

Partnership and Relationship Management

- Liaise with relevant colleagues to ensure that all information on the CBSO website relating to our choruses is up to date, working with the marketing team to provide news items for social media, and to lead the relationship between the orchestra and our Children's and Youth Choruses.

Budgeting

- Maintain accurate financial records relating to income and expenditure for all choruses and choirs within the role's remit, raising invoices and Purchase Orders as required.
- Maintain stocks of chorus dress and refreshments for our choruses, ensuring adequate provisions for new members and liaising with external suppliers as required.

Evaluation and Reporting

- Support accurate monitoring and evaluation across the choral programme, including designing of evaluation documents, collection of qualitative and quantitative data, and support the writing of project and event reports for various audiences.

Equality Diversity and Inclusion

- Ensure that CBSO's programmes are representative of and relevant to the young people in our region. Challenge and question assumptions that may exclude some from engaging in our work, and champion equity, diversity, inclusion across the CBSO's choral programmes.

Environmental Responsibility

- Ensure that CBSO's programmes are as responsible as possible when considering their environmental impact, and consider ways that our programmes can champion and creatively support changes in behaviour to support our climate.

Additional Duties

- In liaison with the department Director, support the delivery of:
 - Learning Steering Group
 - Creative Associates
 - Community Board
 - Regional touring programmes
 - Youth voice programmes
- Support delivery of projects and activities across the Learning & Engagement Department and CBSO more widely as and when required
- Undertake additional duties and represent the department as and when necessary

PERSON SPECIFICATION

ESSENTIAL SKILLS:

- A clear interest in the arts, music education, and community engagement.
- A collaborative worker who can relate to and communicate with people at all ages, backgrounds, and abilities.
- A focused and enthusiastic team player who can work on their own initiative.
- Have an excellent eye for detail and experienced in keeping accurate records across projects and events.
- An interest in or desire to learn about choral repertoire.
- Excellent verbal and written communication skills.
- Ability to work in busy and time-sensitive environments and deliver results within changing circumstances and priorities.
- Proven ability and enthusiasm for working with children and young people, and with an understanding of safeguarding requirements.
- Willingness to work flexible hours including regular evening commitments and regular weekends across the year.
- An interest in developing partnerships with a wide variety of people across the West Midlands
- Commitment to personal development and acquiring new skills and knowledge, including a willingness to undertake training where necessary.
- A minimum of 12 months prior experience of working within an arts organisation, schools, or relevant project leadership role.

DESIRABLE SKILLS:

- The ability to read music (western classical notation) with practical experience of choral singing or symphonic repertoire.
- Knowledge, experience, and appreciation of the arts and/or education ecology in the West Midlands.
- Experience of working with artists of any format, whether musicians, dancers, actors, or visual artists.
- Experience of working with budgets.



TERMS & CONDITIONS

- Member of CBSO staff, primarily based at CBSO's purpose-built rehearsal and administrative home, CBSO Centre, in central Birmingham with provision for hybrid working.
- This is a permanent employed position
- This is a full-time role based on 35 hours per week
- CBSO staff are entitled to 25 days annual leave (pro rata from date of starting) plus Public Holidays
- There will be requirement for attendance at evening events (e.g. concerts) and for work at weekends. There is some provision for flexible working.
- This post is subject to a 6 month probationary period
- Membership of the CBSO's Group Stakeholder Pension Plan