



## Chief Executive Job description

<b>Job Title</b>	Chief Executive
<b>Reporting to</b>	Chair and Board of Trustees
<b>Responsible for</b>	Administrative team, freelance support including accountancy practice, approximately 150 young, professional musicians
<b>Hours of Work</b>	37.5 hours per week, to include weekends and Bank Holidays as necessary
<b>Location</b>	Sinfonia Cymru's office is based in Cardiff and the job requires regular travel outside Cardiff for meetings and concerts. There will be some travel overseas.

### Main purpose of Role

The Chief Executive is responsible for the artistic vision, strategic leadership and management of the organisation including artistic, financial, operational and administrative management. Sinfonia Cymru's business plan is developed, and delivered by the Chief Executive and approved by Trustees, working in active partnership with key stakeholders and with special emphasis on the orchestra's remit to and agreements with the Arts Council of Wales.

The Chief Executive provides executive leadership of Sinfonia Cymru and on all occasions represents its mission to be an innovative and progressive chamber orchestra in Wales that supports the very best young professional musicians at the outset of their careers and that shares exceptional classical music experiences with the people of Wales.

The Chief Executive is responsible for the administrative team, freelance support, guest artists and contributors and orchestral musicians.

## **Main aims of the role**

To provide strategic leadership and direction of Sinfonia Cymru in alignment with the orchestra's agreed vision and mission

To be responsible for the artistic vision of the orchestra, creating, developing and delivering a distinctive programme of work which is consistently excellent and best reflects the organisation's agreed vision and mission.

To lead on funding applications and engage with public and private funding organisations as well as commercial bodies to develop and maintain a sustainable business model, paying particular attention to the requirements of the Arts Council of Wales

To raise the profile and reputation of Sinfonia Cymru regionally, nationally and internationally

To lead the Sinfonia Cymru team by developing the capabilities of all staff and musicians to enable Sinfonia Cymru to achieve its goals

## **Key Responsibilities**

### **Artistic**

The Chief Executive carries the ultimate responsibility for the artistic vision and programme and will work closely with the musicians and Principal Conductor to create and develop a vibrant artistic programme that includes:

- presenting a programme of work that is of regional, national and International significance for young professional musicians, audiences and across the sector
- Seeking, creating and delivering additional opportunities for individual partnership projects and cross/multi art-form creative collaborations in pursuit of the innovative mission statement of Sinfonia Cymru
- securing concert engagements, recordings, broadcasts and UK and foreign tours in order to enhance the national and international standing of the orchestra

### **Management**

To develop and deliver the overall strategy for the organisation, adhering to the annual business plan and agreed budgets

To lead on all major public and private funding applications and subsequent stewardship activity and carry out research that will develop future funding, reporting regularly to the Chair and the Board of Trustees.

To lead on the orchestra's current Feasibility Study into the potential redevelopment of Great Central Hall in Newport as a future base for the orchestra and lead any subsequent capital project

To supervise and oversee all administration and organisational systems for the orchestra and to manage communications with the Board of Trustees, attending and reporting to their regular meetings.

To recruit and manage the administrative team

To ensure that Sinfonia Cymru is represented in sector-wide consortia and engages in artistic, educational and audience development initiatives regionally, nationally and internationally

To ensure best practice in relation to employment law, MU agreements and Arts Council of Wales conditions of grant including social policies, data protection and Governance, with practical assistance and guidance from the Board of Trustees

To manage the financial and commercial aspects of the business including planning, costing, cash flow, internal controls and monitoring, with support from the external accountancy practice and reporting regularly to the Treasurer, Chair and Board

To manage a programme of education, participation and community engagement activities that develop the orchestra's impact and reach, as set out in its business plan

To lead the continued development of Sinfonia Cymru and to seek new avenues for partnerships and promotion of the organisation

To oversee the orchestra's marketing and audience development strategies

### **Relationship and partnership management**

To maintain, develop and extend good relationships with all musicians, arts organisations and conservatoires involved in Sinfonia Cymru's activities

To foster positive relationships with partner venues and organisations (for example RWCMD, YCAT and The Riverfront) and develop new partnerships to support the orchestra in the delivery of its mission

To be responsible for the pro-active stewardship of all funding relationships with the Arts Council of Wales, corporate sponsors, private donors and Trusts

To pursue commercial opportunities for the orchestra with partners, external promoters, agents and broadcasters

To maintain and develop a network of contacts among a wide range of stakeholders and in the performing arts and education generally to drive credibility and respect for the orchestra

To maintain and develop good working relationships with the organisation's public and private funders, particularly the Arts Council of Wales

### **Personnel Management**

To ensure that the management and administration structure of the organisation is fit for purpose and appropriate to the organisation's needs and resources

To ensure the organisation's personnel management procedures conform to legal requirements and best practice with practical support from the Board

To lead and manage the staff in every aspect of their roles, specifically in the areas of Orchestral Management/Operations, Administration, Finance, Marketing and Fundraising.

To manage an appraisal and personal development programme for members of staff

To ensure that appropriate mechanisms are in place to develop and maintain the highest standards across the organisation as a whole

To maintain a positive and supportive working environment that can attract and retain high quality staff

To carry out, by agreement, any other duties that are consistent of those of a Chief Executive and as are deemed appropriate by the Board of Trustees

## **Personal Specification**

### **Experience and Knowledge**

The post holder should be able to demonstrate the following knowledge/experience:

- Proven experience and credibility within the arts management world; the Chief Executive will need to have stature and be recognised as a leader
- Artistic knowledge and passion with a broad knowledge of music and the music market
- Knowledge of fundraising, marketing and building the public profile of the organisation, representing it externally to a variety of audiences and constituencies
- Understanding of the UK conservatoire system including research and training programmes
- Management experience and proven ability to lead and inspire people
- Experience of working with a non-executive board which approves strategic goals and actively monitors the organisation's performance

### **Skills/Competence**

The post holder will be highly motivated, energetic, creative, entrepreneurial and committed and will be able to demonstrate the following skills/personal qualities:

- Demonstrable passion for supporting the next generation of young professional musicians
- The ability and temperament to work collaboratively with the artistic personnel of Sinfonia Cymru, including the musicians, Principal Conductor and guest artists as well as external creative partners and all stakeholders.
- The aptitude and ambition to further develop and promote Sinfonia Cymru as an exemplar of cultural innovation and musical excellence in Wales
- Well-developed strategic skills and the ability to grasp the nuances of complex information and situations
- Ability to embrace and encapsulate the fundamental culture and excellent qualities of the organisation with the ability to pass these on to others from year to year
- Demonstrable business acumen and skills

- Good financial skills, used to dealing with financial planning and control
- Highly developed communication, interpersonal and team building skills
- The standing and skills to build good relationships and credibility within the UK music scene as well as internationally
- Organisational and project management skills