



Choral Events Lead

The Choral Events Lead is a new, paid role within national choral charity Sing for Pleasure's Events team. The role is suitable for an individual with an interest in choral music and singing, who empathises with the charity's ethos and who wishes to contribute to its growth and future success.

The primary function of this role is to work with the Head of Events to manage and develop singing events across the UK. The role includes, but is not restricted to:

- Promoting the work and mission of Sing for Pleasure.
- Working with the Head of Events (and other members of the Management Team, as necessary) to create standalone singing events for community choirs and other adult singing groups.
- Being the first port of call for choirs or individuals booked to attend a singing event.
- Undertaking tasks including, but not limited to:
 - Researching and securing venues for events, a year ahead of the event date
 - Researching local accommodation and eateries for staff
 - Researching local parking for choirs and staff
 - Dealing with catering needs, as required for each event
 - Compiling information about choirs, adjudicators and compere, for the event programme
 - Ensuring all relevant information is in place, ready for the event set up (mainly website and brochures)
 - Liaising with the Commercial Lead to ensure the SfP shop box arrives in time for the event
 - Creating and sending documents to choirs
 - Liaising with choir managers/leaders in the run up to the event (checking final numbers, travel plans, accessibility requests, seating, etc...)
 - Creating and printing certificates of attendance for choirs and adjudicator notes
 - Create a feedback form and send to choirs after the event
- Attending community choir events (where possible) to meet and greet choirs and staff, and to support the local team in the set up and management of the event.
- Supporting the Management Team with delivery of any special projects that may be required from time to time.

NB. The Choral Events Lead will have a dedicated email address and access to an event checklist.

The successful candidate will demonstrate all of these to a consistently high standard:

- Prior experience of setting up and managing events
- A high degree of technology literacy, ideally including experience of (or willingness to learn) Google Sheets (Microsoft Excel), and the wider suite of Google Workspace applications
- The ability to work well with and manage (as required) individual course directors and teams of local volunteers as well as by themselves
- Reliability and an ability to communicate swiftly and effectively, particularly with regards the timely setup and management of events
- Strong literacy skills and highly attuned attention to detail.
- Flexibility and availability to deal with urgent issues should they occur
- High degree of tact and discretion - the role may involve the handling of confidential personal data.

General Attributes for SfP team members:

- They are expected to take a proactive approach towards the overall well being of the charity.
- They should show empathy with the ethos that underpins SfP and its francophone A Coeur Joie parent movement, the fostering of good relationships between all humans and the breaking down of all barriers through the promotion of singing together in as accessible a manner as possible.
- They will handle confidential personal and financial data and will be required to sign a non-disclosure agreement prior to commencing the role. Absolute discretion is required by all team members when carrying out their duties.

This position attracts a fee for each event, with additional financial recognition for strong delivery. Reasonable expenses are covered as per the Sing for Pleasure expenses policy, while team members are also entitled to significantly reduced staff rates to all SfP events.

How to apply

Candidates wishing to apply for the position should complete the application form [here](#). Any questions should be directed to Ula Weber, SfP's Head of Events: events@singforpleasure.org.uk

Deadline for applications: 6pm, Saturday 10 July 2021.