

JOB DESCRIPTION

Job title	Assistant Choral Manager, (Business Coordinator), BBC Singers		
Job family	Business Management & Administration	Band	C

Job purpose

To provide a wide range of business support services to the Business Unit (BU) to enable it to achieve business plan objectives..

Key responsibilities and accountabilities

The role of business co-ordinator will encompass some or all of the below 'Key Responsibilities and Accountabilities', actual scope will be dependent on which business unit (BU) the role operates within, appendix will provide BU/Team specific Responsibilities and Accountabilities if in addition to the below:

- Support projects/working groups by providing general administration services, basic analytics reports and tracking outputs.
- Support the implementation of strategic priorities and policies by providing and collating information as required.
- Co-ordinate BU business calendar activities to help monitor delivery and outputs.
- Help cascade information across BU to ensure effective communication flow.
- Provide general policy guidance and advice to support policy compliance working with divisional specialists (e.g. IT, Business Continuity, H&S etc.) as required.
- Work closely with BU business support functions across the BBC ensuring that all processes are followed.
- Work effectively with key BU stakeholders ensuring business support services are delivered efficiently.
- Provides the management team (s) with business support service including diary support, travel logistics, co-ordination of meetings etc.
- Support the monitoring of the BU financial performance against budget, working with finance specialist and the management team to track or report outputs.
- Supporting the monitoring of the BU allocated budget(s), through providing basic analytics reports and tracking outputs.
- Responsible for co-ordinating team IT requests, user administration, systems access and record keeping. Working with the lead asset manager to ensure those who are joining, moving or leaving the department are equipped appropriately with the right IT.
- First line supervision of a limited number of people.

Knowledge, skills, training and experience

Essential

- Experience of providing administration support in at least one organisation.
- Organised with ability to prioritise own workload effectively, to co-ordinate activities and conflicting demands to ensure that tight deadlines are met.
- Good communication skills both orally and in writing, and (with guidance) the ability to target content for the audience.
- Proven ability to work with range of individuals in a constructive and collaborative manner.
- Basic analytical skills, with experience of providing MI data reports.
- Strong computer literate skills, with strong experience of office software packages (i.e. Word, Excel and PowerPoint).
- Ability to work with limited supervision, using own initiative to resolve most problems.
- High attention to detail and practical experience of gathering, analysing, collating complex and

JOB DESCRIPTION

confidential information

Desirable

- Media sector experience.
- Relevant business management and/or project management qualification

Job impact

Decision making

- Manages own time to achieve specified short term targets.
- Operates within a 9 – 12 month planning timescale.
- Managerial guidance and support will be available.

Scope

- Financial. n/a
- Employees n/a
- Other. Role/team dependent

Other information

For Reward team use only

Job Code

Definition:

Support

This job description is a written statement of the essential characteristics of the job, with its principal accountabilities, incorporating a note of the skills, knowledge and experience required for a satisfactory level of performance. This is not intended to be a complete, detailed account of all aspects of the duties involved.

Appendix

There may be sub-sets of the generic job described above which require additional technical skills. This appendix to the generic job description can be developed to cover such situations.

Division	Radio & Music
Reports to (title)	Choral Manager (Business Advisor, BBC Singers
Location base	Maida Vale

Organisation structure	
<p>As a vital resource in the BBC's music output, the BBC Singers hold a unique position in British musical life. Performing everything from Byrd to Birtwistle, Tallis to Takemitsu, their versatility is second to none.</p> <p>The choir's unrivalled expertise in performing the latest contemporary scores has brought about creative relationships with some of the most important composers and conductors of the 20th and 21st centuries – including Poulenc, Britten, Boulez and Birtwistle. In addition, the BBC Singers frequently collaborate with artists of all musical genres and art forms which have included/will include projects with Laura Mvula, Carleen Anderson, Katie Melua, Clare Teal, Alan Bennett, Simon Callow, Sam West, Jess Gillam, East London Dance, Akademi, Kabantu and the Nu Civilisation Orchestra.</p> <p>Based at the BBC's Maida Vale Studios, the BBC Singers perform all over the UK and abroad, working regularly with the BBC's own orchestras, as well as a number of period-instrument and contemporary music ensembles. Equally at home on the concert platform as in the recording studio, this world-class ensemble is committed to sharing its enthusiasm and creative expertise through its nationwide outreach programme. This includes regular collaborations with schoolchildren, youth choirs and the amateur choral community, as well as with the professional composers, singers and conductors of tomorrow.</p> <p>Please click on the following to see some of our recent performances in 2020</p> <p>Laura Mvula's 'Sing To The Moon'</p> <p>First Night of the Proms 2020</p> <p>'Curse Upon Iron' with East London Dance</p> <p>For more information visit http://bbc.co.uk/singers</p>	

Additional job specific responsibilities and accountabilities

This role sits at the heart of the BBC Singers' operation and is a very outward facing role, suited to someone with exceptional people management skills. With overall responsibility for engaging freelance singers, advising on the correct type of voice for the work being performed, and suggesting solos from amongst the staff singers, the role requires a significant understanding of vocal production and has a significant impact on the artistic output of the group. We have a small management team who work closely together and will be looking to welcome a self-motivated, hardworking and collaborative team player to join us.

The principal responsibilities of this post in conjunction with the job sharer are:

- to assist the Choral Manager in delivery of all BBC Singers' output
- to arrange and attend all staff and ad-hoc auditions and to ensure the timely booking and contracting of all ad-hoc (extra) singers, rehearsal pianists and language coaches for the BBC Singers' work.
- to represent the BBC Singers on occasions when the Choral Manager is not available and to act as an ambassador for the BBC Singers at all times and be a role model for BBC Values at all times.

Other duties as required include:

- to liaise with the conductor, Producer and Choral Manager on the allocation of solos, as required, and agreeing and processing the appropriate payments.
- to set-up and attend rehearsals, as required, and share concert management duties with the Production Co-ordinator.
- to keep BBC Singers diary up to date and produce quarterly schedules for the Choral Manager to approve.
- to field all enquiries from and internal and external parties, and especially the BBC's other performing groups with which the BBC Singers collaborate often.
- to be proactive and to be prepared to go the extra mile in all duties in order to ensure the successful output of the BBC Singers.

KNOWLEDGE, SKILLS AND EXPERIENCE

ESSENTIAL

- An excellent knowledge and understanding of the different voice types, both individually and collectively, and how they work best in each choral genre
- Good aural judgement of voices
- An excellent knowledge of the choral repertoire
- Outstanding interpersonal skills and the ability to establish and develop harmonious working relationships with a diverse range of people.
- You must be a real team player and prepared to go the extra mile to help others
- Excellent administration skills including IT (Excel, Word, Outlook) and keyboard skills

- Outstanding time management skills
- The ability to work under pressure as part of a team and to tight deadlines
- A working knowledge of budgeting and contracting
- Flexibility in working patterns
- Resilience and stamina to sustain performance when under pressure and dealing effectively with conflicting priorities, whilst maintaining a high standard of work

PREFERABLE

- Knowledge and experience of working with SAP, ACON, Concur, OPAS and Dropbox
- A degree (or equivalent) in Music
- Experience of live events and concert management
- An awareness of Health and Safety

OTHER

- To comply with the BBC's policies on Diversity and to apply the principles of the policy when carrying out the role

COMPETENCIES

The following competencies (behaviours and characteristics) have been identified as key to success in the job. Successful candidates are expected to demonstrate these competencies.

Managing relationships - able to build and maintain effective working relationships with a range of people. To work co-operatively with others to be part of a team, as opposed to working separately or competitively.

Planning & Organising – is able to think ahead in order to establish an effective and appropriate course of action for self and others. Prioritises and plans activities taking into account all the relevant issues.

Resilience – can maintain personal effectiveness by managing emotions in the face of pressure, setbacks or when dealing with challenging situations. Demonstrates an approach to work that is characterised by commitment, motivation and energy.

Change Management – can understand and anticipate the need for change and able to build a framework to plan and manage the continuous process of change.

Self-Development – is able to identify relevant opportunities and apply opportunities for learning and development.