



## Job Description

**Job Title:** Head of Music  
**Dates:** 17 July – 14 August 2017, with additional one-off days / meetings prior to this  
**Salary:** A competitive, negotiable salary, dependent on experience will be offered to the successful candidate. Accommodation and full board is included as well as a contribution towards travel costs.

### Ingenium Academy

Now in its 6<sup>th</sup> year, the Ingenium Academy is a thriving and growing international summer school for music which welcomes over 150 young musicians from 50+ countries each year. A three-week, residential, summer programme based in Winchester, England, we offer 14-18 year-old musicians from all over the world a unique musical and cultural experience. We offer exclusive tuition from world-renowned musicians, performances in London and Winchester and the opportunity to meet like-minded friends from all over the globe within our environment of creative excellence. During the three-week summer programme, students will rehearse and perform a diverse and challenging repertoire and discover new genres of music through our broad range of workshops and activities. In addition to the enriching musical curriculum, students will also uncover historical Britain in the glorious city of Winchester as well as enjoying day trips to nearby London. We immerse our students in a cultural adventure where they will meet and forge friendships with other talented young musicians from all over the world. Full details are available at [www.ingeniumacademy.com](http://www.ingeniumacademy.com).

### Head of Music

The Head of Music is responsible for the management of all musical activities at the Ingenium Academy. The quality and smooth running of every music programme at Ingenium is the Head of Music's top priority. The Ingenium Academy offers world-class music education to talented young musicians from all over the globe.

The successful candidate will be:

- An effective communicator with experience in leading a small music department or team
- Confident, with knowledge of orchestral, choral, piano and saxophone repertoire
- Someone with a background in music administration / secondary music teaching / the arts
- Musical, with demonstrable ability to play or sing and thus understand musical terminology, rehearsal requirements and concert programming
- Able to lead a range of music ensembles
- An innovative thinker with the ability to think laterally and find solutions to problems
- A firm believer in the value of participation in music-making and passionate about music education and young people

# Ingenium Academy

INTERNATIONAL SUMMER SCHOOL FOR MUSIC

- Someone who enjoys both working collaboratively and the challenges of leading a small and dynamic team
- Energetic and enthusiastic – the day-to-day schedule can be busy and demanding
- Resilient, with the ability to work well under pressure and manage time effectively

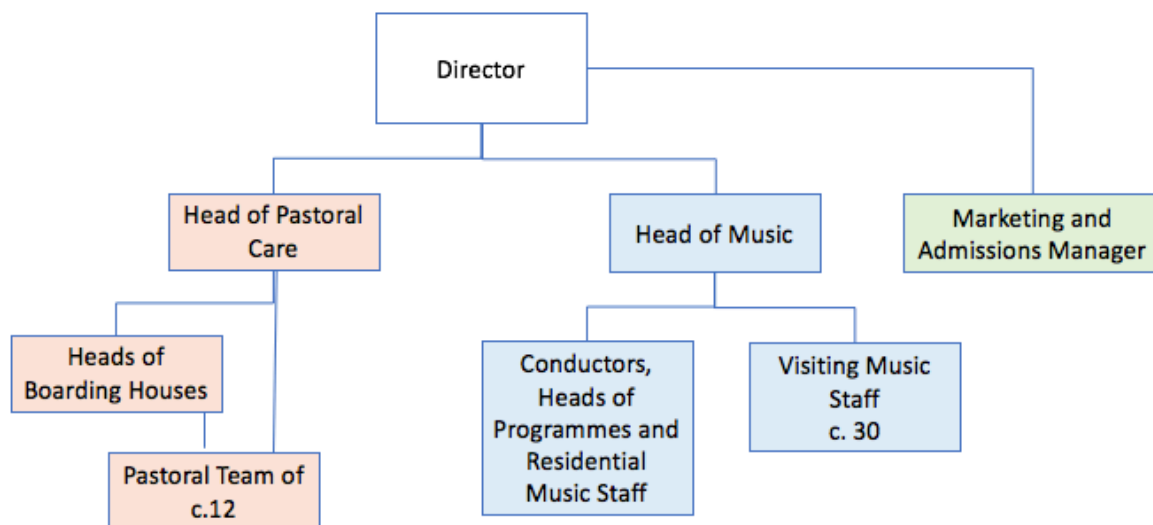
## Job Purpose

The principle purposes of the role are:

1. To oversee the Ingenium Academy's music programmes
2. To work with all conductors, heads of programme and residential and visiting music staff to ensure smooth running and high quality of the Ingenium Academy musical activity

## Organisation

The jobholder will report directly to the Director and will be a member of the senior management team alongside the Head of Pastoral Care and Marketing and Admissions Manager.



## Principal Duties and Responsibilities

1. To manage and support all conductors, heads of programme and residential music staff in their activity
2. To co-ordinate and enable cross-curricular and cross-programme activity at the Ingenium Academy as well as extra-curricular activity such as chamber music
3. To co-ordinate daily musicianship sessions
4. To act as a chairperson to daily music staff meetings
5. To co-ordinate and support all visiting workshop and peripatetic staff members

6. To manage orchestral and choral library systems including hire and purchase of scores and parts, organisation and distribution and responsibility for its return
7. To work with the Head of Pastoral Care regarding the pastoral rota for music sessions
8. To lead and co-ordinate the pastoral care team in expectations and musical duties throughout the Ingenium Academy (with the Head of Pastoral Care)
9. To act as a mentor and manage pastoral care staff with musical duties
10. To lead and manage the daily whole-school warm up and down schedule
11. To lead on concert programming and stage management

This is not a complete statement of all duties and responsibilities of this post. The jobholder may be required to carry out other duties as directed by the Director, the responsibility level of which should not exceed those outlined above.

### Nature and purpose of internal and external contacts

#### Internal

- Close working relationship with the Director and members of music staff
- Management and mentorship of freelance pastoral care staff

#### External

- Liaising with concert venues
- Working with external companies as required eg. regarding music hire and return, instrument hire and transportation etc.

### Job Context

The jobholder is based on-site in Winchester for the three weeks of the summer school. The jobholder is required to be in London for the week prior to the summer school and is required to lead part of the pastoral staff training days prior to the students arriving. Accommodation and full board will be provided for the duration.

- Monday 17<sup>th</sup> July – Wednesday 19<sup>th</sup> July – Full time preparation in London with the Director and Senior Management Team
- Thursday 20<sup>th</sup> July – Preparation and set up in Winchester
- Friday 21<sup>st</sup> July – Saturday 22<sup>nd</sup> July – Pastoral Staff Training in Winchester
- Sunday 23<sup>rd</sup> July – Sunday 13<sup>th</sup> August – Students in attendance at the Ingenium Academy
- Monday 14<sup>th</sup> August – pack up and depart c. 5pm

### How to Apply

Please send a CV together with a statement of no more than 1 side of A4 outlining why you want to work for the Ingenium Academy and how you meet the competencies outlined in the full job description.



Please also include the contact details for 2 referees. One of which must be a professional referee, relating to your ability to work with young people.

Deadline for applications: Friday 31<sup>st</sup> March 2017

Please send all applications to [rebecca@ingeniumacademy.com](mailto:rebecca@ingeniumacademy.com)

Interviews will be held in London.

The position will be offered subject to the candidate clearing an enhanced DBS check.

For any queries, please contact Rebecca Nathan on 07827928054 or [rebecca@ingeniumacademy.com](mailto:rebecca@ingeniumacademy.com)