



Job Title	Vice Principal & Director of Music
Department	Music
Grade	I
Location	Guildhall School of Music & Drama
Responsible to	Principal
Responsible for	<p>Overall responsibility for the Music Department:</p> <ul style="list-style-type: none"> • 155 established employees and over 200 hourly paid teachers • 1050 students enrolled as of October 2022 • 12 Heads of Department in Music: <ul style="list-style-type: none"> ○ Strings ○ Wind Brass & Percussion ○ Keyboard ○ Vocal ○ Opera ○ Jazz ○ Electronic & Produced Music ○ Historical Performance ○ Music Therapy ○ Composition ○ Academic Studies ○ Head of Music Administration <p>Line Management Responsibility for:</p> <ul style="list-style-type: none"> • 1 x Deputy Director of Music • 5 x Heads of Departments and the Programme Managers (Music) <ul style="list-style-type: none"> ○ Keyboard ○ Strings ○ Vocal ○ Wind Brass Percussion ○ Jazz

Background

The Guildhall School of Music and Drama is one of the world's leading conservatoires and drama schools, offering musicians, actors, and production arts practitioners an inspiring environment in which to develop as creative arts professionals.

Guildhall is the top-ranked Music provider in the 2023 *Complete University Guide's* University league table (moving up from second place in 2022), the top-ranked UK higher education institution for Music and top-ranked conservatoire in the 2023 *Guardian University Guide* (with an excellence rating of 100% in Music; 92.8% in Acting & Production Arts), the top-ranked conservatoire in 2022 *Guardian league tables* for Music and Drama, and placed sixth in the Top 10 performing arts institutions in the world (*QS World University Rankings*, 2022). Guildhall is also the top-rated UK conservatoire for overall student satisfaction in the 2022 National Students' Survey. The School is developing a new and ambitious strategic and business plan and the Vice Principal, Director of Music will play a major strategic role in the achievement of the plan's objectives as a member of both the Executive Team and the Senior Management Team.



The School is also strengthening the alliance with the Barbican and with a range of cultural organisations within the city as a key partner in Culture Mile and Destination City. The School is looking to increase opportunities for new industry partnerships and greater international reach. A review of new modes for provision delivery, online and blended courses, and Life Long Learning provision are also currently underway. The Vice Principal, Director of Music will make a significant contribution in the strategies required to realize these ambitions.

The new Director of Music will be responsible for the appointment of a Deputy Director of Music who will line manage the remaining 6 Heads of Department.

Purpose of Post

To provide artistic and educational leadership to the Music department maintaining high standards of teaching and performance and driving change in response to the rapidly evolving performing arts industry.

To work as part of the Executive Team and Senior Management Team to lead the strategic management and governance of the School and enhance its reputation both nationally and internationally.

To lead on the broadening of Music course offerings in both the higher education (undergraduate and postgraduate), under 18 programmes and Short courses, creating industry-relevant learning opportunities for students and widening access to the School's programmes.

To ensure, in collaboration with the Vice Principals & Directors of Music and Drama, that existing and new programmes align with the School's strategic aims and cross discipline opportunities.

To oversee programme delivery, ensuring the quality of teaching, industry input, administrative support and the student experience.

To enhance the reputation of the School through the outward facing activities of Guildhall Live Events.

To oversee the fulfilment of the department's responsibilities in respect of upholding academic standards, ensuring quality assurance and managing appropriate programme enhancement.

To liaise with the performing arts industry in ensuring relevance of course offerings and opportunities for students to network with industry professionals during their course.

To lead a department of employees, overseeing day to day management and driving innovation in all aspects of the department's activities.

To be responsible for the efficient and effective management of the financial resources allocated to the Music department.

To be actively involved with Development in fundraising for scholarship and corporate sponsorship of events as part of the School's £50m campaign.

To lead Music on International Recruitment strategy and delivery.



Main Duties & Responsibilities

Music

1. To promote the Guildhall School both nationally and internationally as a centre of excellence and innovation.
2. To play a major role in the artistic and educational leadership of the School as a member of both Executive and Senior Management teams.
3. To lead on the planning and implementation of the Music department's strategy, developing courses in new areas as well as cross discipline projects.
4. To oversee the strengthening of the Music department's profile; attracting staff, increasing grant funding and developing collaborations nationally and internationally.
5. To assume overall responsibility for the direction, development and validation of the School's Music programmes and to ensure that systems and procedures are in place to guarantee the quality of the Music programmes.
6. To ensure the highest standards are maintained in the recruitment, admission, training and assessment of students and to oversee the monitoring of progress, achievement and welfare of students throughout their period of study.
7. To oversee the public performance aspects of the Music department's programme including all curricular events and productions, in association with the Vice Principals and Directors of Production Art and Drama.
8. To act as principal budget holder for the Music department exercising budgetary control and planning in liaison with the Principal and COO.
9. To represent the department on relevant School management and governance groups as appropriate, in particular the Board of Governors.
10. To lead and support both academic and administrative members of the Music department in maintaining and enhancing expertise and reputation in their area of specialism, ensuring that they have access to performance reviews, development opportunities, guidance and accurate information.
11. To maintain and develop the Guildhall School's relationships with the performing arts industry, educational institutions, businesses, community organisations and individuals.
12. To work closely with the Vice Principal and Director of Production Arts, the Vice Principal and Director of Drama, to enhance collaborative performances and activities across the School.
13. To work closely with colleagues across the Barbican and City of London Corporation to ensure effective and mutually supportive cross-departmental working.
14. To oversee and curate the international public performance series in Milton Court Concert Hall working in collaboration with the Barbican Head of Music
15. To lead the development of the School's orchestral and ensemble programme and to achieve a reputation of the highest level in the profession.
16. To demonstrate vision and drive in articulating the department's strategies and in motivating people to engage with them.
17. To maintain and develop the Guildhall School's relationships with other organisations, educational institutions, businesses, orchestras, community organisations and individuals.
18. To oversee the fulfilment of the department's responsibilities in respect of upholding academic standards, ensuring quality assurance and managing appropriate programme enhancement.
19. To be an active member of the School Committees and working groups including:
 - Board of Governors
 - Academic Board
 - Executive Team
 - Senior Management Team
20. To comply and to make sure that all departments in Music comply with the City of London Financial Regulations and properly monitor and report on budget out turn positions on a regular basis as required including alerting the line manager and Chamberlains representatives of any significant budget variance in a timely manner and taking appropriate corrective actions.
21. Actively seek to implement the City of London's Occupational Health and Safety Policy in relation to the duties of the post, and at all times give due regard to the health and safety of



both themselves and others when carrying out their duties. To take reasonable care for all health and safety matters relating to this post, including the health and safety for any staff and students reporting to the post holder, in accordance with Guildhall School and the Corporation of London's Health and Safety procedures.

22. Actively seek to implement the City of London's Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post. To conduct all activities taking account of the Corporation's Equal Opportunities' policy, ensuring that all clients, contacts, students and employees are treated fairly and with dignity and respect.
23. To carry out such other duties as the Principal may from time to time reasonably require.

Other Duties

1. To represent the School in agreed external fora, including, but not limited to: The City University, the Association of European Conservatoires (AEC), the Higher Education Academy (HEA) and Conservatoires UK (CUK).
2. To undertake professional development in order to ensure appropriate professional and role development.
3. To undertake any other duties that may reasonably be requested appropriate to the grade
4. To be conversant and up to date with the School's Gold Copies, Regulatory Framework, Quality Assurance Framework and compliance policies and to advise the Director of Music and Head of Music Performance Departments as necessary.



PERSON SPECIFICATION	
Job Title	Vice Principal & Director of Music
Department	Music, Guildhall School of Music & Drama
Grade & Level	I

Please find below the key skills, experience and core behaviours required to undertake this post.

Technical Skills / Professional Qualifications / Relevant Education & Training

- A higher degree or the ability to demonstrate an equivalent body of industry knowledge at this level (A, I,)
- An accomplished creative arts practitioner with significant standing in the profession and well developed industry networks (A, I)
- Excellent knowledge of new and innovatory practices within the performing music industry and/or higher creative arts education (A, I)

Experience Required

- Significant leadership experience within a music organisation or significant experience within a practice based music higher education institution (A)
- Substantial experience of providing strong artistic, academic or entrepreneurial leadership, with proven leadership experience through times of change, challenge or opportunity (A, I)
- Substantial experience of contributing to the strategic direction of a major organisation (A, I)
- Substantial experience of inspiring, encouraging and motivating people (A,I)
- Substantial experience of change management and in leading staff towards new strategic outcomes (A, I,)
- Significant experience in presenting persuasively to a range of stakeholders both nationally and internationally (A)
- Substantial experience of financial management (A)
- Experience in balancing competing output needs with a number of stakeholders (A, I)
- Experience in representing a large and complex organisation at all levels and in all contexts (A)

Recruitment – Note to Applicants

These key skills and core behaviours will be used in the decision making process for recruitment. Please give examples of how you have exhibited these behaviours in your previous role(s). It is essential you address each of these on the application form on the section for supporting information.

Be as specific as possible, we cannot guess or make assumptions, but will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, knowledge and experience contained in this person specification.



Summary of Terms and Conditions of Employment

This summary is given as a guide and is not intended to form part of an individual's contract of employment.

Salary

The salary range for this job is £78,160 to £89,490 per annum inclusive of London Weighting and dependant on skills and experience. This figure will be reviewed annually from 1 July in line with the pay award for other salaried staff within the City of London Corporation.

Contract

The position is offered on a permanent basis.

Hours of Work

Normal hours of work are 9.30 am – 5.30 pm, being 35 hours per week excluding lunch breaks, Monday to Friday, inclusive but the post holder shall be expected to work the hours necessary to carry out the duties of the position.

Frequency and Method of Payment

This is a monthly paid appointment and salaries are credited to a Bank or Building Society Account on the 11th of each month.

Annual Leave

There is an entitlement of 28 days annual holiday plus Bank Holiday. There are subsequent increases to entitlement to annual holiday according to length of service.

Sickness Absence and Pay

The City of London Corporation has a comprehensive Occupational Sick Pay scheme, details of which can be found in the Employee Handbook which will be made available to you upon commencement.

Pension

You will automatically be admitted to the City of London Corporation's Pension Scheme. Employees contribute between 5.5% and 12.5% of their pensionable pay to the scheme, depending on salary.

If you do not wish to join the Scheme you must make a formal declaration stating you wish to opt out. You may contact the Pensions Office directly should you have any queries relating to the Local Government Pension scheme and your entitlements under this scheme.



Continuous Service

If you join the City of London Corporation without a break in service (subject to certain exceptions) from another body covered by the Redundancy Payments (Local Government) (Modification) Order 1999, your service with that institution will count for the purpose of continuous service. The amount of continuous service which you have will affect your entitlement to certain contractual benefits; for example, annual leave, sick leave and maternity leave. A full explanation of Continuous Service is contained within the Employee Handbook.

Probationary Period

You will be employed initially on a six-month probationary period. Should either party wish to terminate the employment during this period, then one week's notice will be required on either side, except for summary termination for gross misconduct.

Notice Period

Three months by either party after satisfactory completion of probationary period.

Learning and Employee Development

The City of London provides for financial support and time off for staff to study for appropriate qualifications which relate to their duties or undertaking professional skills update training. There is also an in-house programme covering more general training needs.

Employee Volunteering Programme

The City Corporation, in line with its aims to contribute to a flourishing society, shape outstanding environments and support a thriving economy, offers employees paid special leave time during normal hours to encourage employees to volunteer their time and skills to Volunteer Involving Organisations (VIOs) operating within the Square Mile, London and beyond.

Full-time employees may take up to 2 days or 14 hours per year in which to volunteer, between 1 January and 31 December. For temporary and part time employees these hours are adjusted pro rata. Volunteering time can be taken in smaller bite size e.g. 2 hours a week over 7 weeks, where this can be accommodated by the City Corporation and meets the requirements of the volunteer organisation.