

JOB DESCRIPTION	
Job Title	Head of Vocal Arts
Department	Music
Grade	G+
Location	Guildhall School of Music & Drama
Responsible to	Vice Principal & Director of Music
Responsible for	Head of Opera Deputy Head of Vocal Studies Associate Head of Vocal Studies (Movement & Performer Health) Associate Head of Vocal Studies (Drama) Artistic & Research Consultant for Opera & Voice Senior Vocal Coach Hourly-paid teaching staff

Purpose of Post

The Head of Vocal Arts leads all artistic and educational aspects of Vocal Arts activity at Guildhall School. They provide management oversight of the Opera and Vocal Studies teams and line manage the Head of Opera and Deputy Head of Vocal Studies with whom they work collaboratively to develop, implement and promote a vision for Vocal Arts at the School. This vision responds to current professional trends, particularly but not exclusively in the fields of classical vocal music and opera. It also enables the introduction of new strands of vocal activity to the School, and the development of a curriculum and culture that are equitable and inclusive. The Head of Vocal Arts also contributes to the creative direction of the Music Division.

Main Duties & Responsibilities

The following duties are not shown in order of priority or frequency, nor is the list exhaustive, but rather an indication of the type and level of duties expected of the post.

1. To oversee the smooth running of Vocal Arts at Guildhall, its teaching, performance and workshop activity, supported by and in collaboration with the Head of Opera and Deputy Head of Vocal Studies
2. To lead on the development and creative direction of Vocal Arts at Guildhall, in consultation with the Vice-Principal & Director of Music, aligning with the school's Equity, Diversity and Inclusion strategy
3. To lead on ensuring the curriculum is innovative and inclusive, to reflect traditions in Western classical vocal and opera performance as well as broader cultural influences, contemporary trends and a vision for the future
4. To lead on developing and managing learning opportunities that prepare students for the broad professional possibilities available, with particular focus on performer health & wellbeing and career sustainability, in collaboration with the Head of Opera and Deputy Head of Vocal Studies
5. To promote opportunities for students to develop their civic responsibility and artistic citizenship through the School's Vocal Arts activity

6. To oversee the development and cultivation of Guildhall School's relationships with local, regional, national and international partners in Vocal Arts, in collaboration with the Vice-Principal & Director of Music
7. To contribute to the artistic direction, academic oversight and overall management of the Music Division as a member of the Music Heads team and other leadership groups
8. To work closely with senior colleagues across the Music Division to ensure that the Guildhall School has a clear awareness of national and international trends in the Vocal Arts
9. To represent Vocal Arts on school committees as required and represent the whole Music Department as a member of committees that steer cross-school activity, as required by the Vice-Principal & Director of Music
10. To deputise for the Principal or Vice-Principal & Director of Music in events relating to Vocal Arts, advocating for the Guildhall School locally, nationally and internationally
11. To oversee Vocal Arts student recruitment processes from first contact through audition/interview to enrolment, including financial award allocation, in close collaboration and consultation with the Head of Opera and Deputy Head of Vocal Studies, and developing strategies that inspire a diverse range of outstanding students to choose Guildhall
12. To collaborate with senior colleagues in the Guildhall Young Artist (GYA) division and in Access & Participation to develop our Vocal Arts offer for young people
13. To collaborate with colleagues in the Guildhall Innovation division to develop lifelong learning initiatives involving Vocal Arts
14. To model an inclusive style of leadership that offers opportunity and celebrates achievement across multiple styles of vocal teaching and across all areas of the Vocal Arts Department
15. To provide academic leadership to staff in Vocal Arts and to line manage the Head of Opera, and the Deputy and Associate Heads of Vocal Studies, ensuring completion of induction, annual appraisal or annual review and support for training
16. To lead the recruitment of Vocal Arts teaching staff to ensure a broad range of teaching approaches, in line with HR policies and in consultation with the Vice-Principal & Director of Music
17. To oversee monitoring of Vocal Arts students' progress and achievement, ensuring that appropriate teaching and guidance are in place, promoting health and wellbeing initiatives, and liaising with providers of student services across the School to support all styles of learners
18. To oversee the formal examination of Vocal Arts students, ensuring appropriate processes are in place in line with quality assurance requirements, supported by the Head of Opera and Deputy Head of Vocal Studies
19. To evaluate and adapt the learning experience offered by the Vocal Arts Department, responding to feedback from students, staff and external examiners, as well as to industry and HE developments, and aligning with the School's strategy for Equity, Diversity and Inclusion
20. To liaise with Programme Leaders, the Music Office and the Marketing Department to ensure effective communication and provision of programme and marketing materials, supported by and in collaboration with the Head of Opera and Deputy Head of Vocal Studies
21. To collaborate with the Heads of Composition, Piano Accompaniment, Historical Performance and other departments that deliver programmes related to the Vocal Arts, to develop new opportunities and ensure effective delivery of the curriculum and performance programme
22. To work closely with the Head and other members of the Recording and AV Department in arranging specialist support for Vocal Arts activity
23. To partner with the Development Department in fundraising initiatives
24. To represent the School and monitor standards through attendance at performances or events
25. To undertake teaching, coaching or leading of projects so far as this is compatible with the impartial leadership of the department and agreed with the Vice-Principal & Director of Music
26. To comply with the City of London Financial Regulations and properly monitor and report budget outturn positions on a regular basis as required, including alerting the Line Manager and Chamberlains representative of any significant budget variance in a timely manner and taking appropriate corrective action

27. 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
28. 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
29. To undertake any other duties that may reasonably be requested appropriate to the grade

PERSON SPECIFICATION	
Job Title	Head of Vocal Arts
Department	Guildhall School of Music & Drama
Grade & Level	G+

Please find below the qualifications, experience and technical skills required to undertake this post. Each criterion will be assessed at application (A), interview (I) or test (T) as indicated below.

Professional Qualifications / Knowledge/ Relevant Education & Training

- Educated to degree level or equivalent (A)
- Teaching qualification and/or Fellowship of the Higher Education Academy preferable (A)
- Extensive knowledge of Vocal Arts, particularly but not exclusively in the fields of Western classical vocal music and opera, and demonstrable capacity to champion innovation and a broad range of approaches (A, I)
- Knowledge of teaching at vocational and professional levels (A, I)
- Demonstrable capacity for detailed analysis of students' vocal and musical performance needs, and the ability to articulate these appropriately to students and to colleagues, verbally and in writing (A, I)
- Demonstrable capacity to bring new national and/or international vocal arts networks to the Guildhall School (A, I)

Experience Required

- A highly accomplished Vocal Arts practitioner or artistic administrator with significant standing in the profession as coach, performer, repetiteur, arts administrator, teacher or higher education leader (A, I)
- Extensive networks within the field of Vocal Arts and deep knowledge of current artistic and professional opportunities available to students in Western classical vocal music, opera and wider vocal performance contexts (A, I)
- Demonstrable capacity to lead, with deep and practical understanding of a broad range of approaches to vocal teaching as well as current industry trends in Vocal Arts (A, I)
- Significant experience of guiding singers, educating or overseeing education at conservatoire or equivalent level (A, I)
- Proven ability to inspire and educate while exercising patience and demonstrating a high degree of emotional intelligence (A, I)
- Demonstrable commitment to and experience of working on equity, diversity and inclusion, particularly in relation to the history and current contexts of Vocal Arts (A, I)
- Demonstrable capacity to provide artistic management, leadership and organisational strategy, with extensive vocal/musical expertise (A, I)
- Experience of singer recruitment processes at conservatoire or equivalent level, and demonstrable capacity to oversee staff recruitment (A, I)
- Successful track record of innovative curriculum/artistic project design (A, I)
- Demonstrable capacity to develop curriculum in the context of regulatory requirements and quality assurance processes (e.g. Quality Assurance Agency) (A)
- Experience of management and leadership of teams (A, I)
- Experience of examining/assessing singers' progress at conservatoire/HE level or equivalent young-artist level (A, I)
- Active research interest and ability to contribute to research at the Guildhall School (A, I)

- Experience of responsibility for a budget (A, I)
- Experience of Health & Safety compliance (A)

Professional attributes & skills

- Proven ability to act as a visible, creative, inspiring and motivating leader, encouraging others individually and in teams (A, I)
- Proven ability to lead with transparency, empathy and emotional intelligence, and to work effectively as a member of a team (A, I)
- Proven ability to develop and sustain effective working relationships with students, colleagues and members of the wider profession (A, I)
- Proven ability to promote, encourage and celebrate a broad range of vocal teaching styles (A, I)
- Proven ability to relate effectively with academic and administrative colleagues, students and the wider profession (A, I)
- Innovative and forward-thinking, able to guide the department in the development of new curricula that reflect the ever-changing nature of the Vocal Arts (A, I)
- Strong verbal and written communication skills in English, for example with students, staff, at management and committee meetings, and in public presentations (A, I)
- Open, flexible and willing to grow within the role, responding to the demands of an ever-evolving department (A, I)
- Efficient, organised, with the ability to manage own workload and meet deadlines (A, I)
- Ability to use own initiative and make decisions, using logic and applying innovative approaches to problem solving (A, I)
- Commitment to promoting relevant Health & Safety regulations and to supporting health and wellbeing initiatives for students and staff (A, I)
- Ability to work within regulatory requirements, guidelines and policies relating to all aspects of quality assurance (A)

Other Relevant/Desirable Information

- Considerable experience of supervising and supporting individuals (A, I)
- Experience/understanding of Equality Charters (A)
- Coaching qualification/experience is desirable (but can be offered once in post) (A)

Recruitment – Note to Applicants

The qualifications, experience, and technical skills 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 the criterion marked as (A) on your application form in 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 £67,140 - £76,100 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.