



## General Manager

"May the Gabrieli Consort & Players live forever in health and glory!" *The Times*

Gabrieli are world-renowned interpreters of great vocal and instrumental repertoire from the Renaissance to the present day. Formed as an early-music ensemble by Paul McCreesh in 1982, we have both outgrown and remained true to our original identity. Over nearly 40 years, our repertoire has expanded beyond any expectation, but McCreesh's ever-questioning spirit and expressive musicianship, together with a healthy degree of iconoclasm, remain constant features of the ensemble's dynamic performances. We perform major works of the oratorio tradition, virtuosic *a cappella* programmes of music from many centuries and mould-breaking reconstructions of music from historical events.

Beyond the concert hall, Gabrieli is committed to the ongoing development of Gabrieli Roar, an audacious choral training programme that takes a bold stance on the abilities of teenage singers. This ambitious partnership with a network of leading UK youth choirs offers intensive training and mentoring to young singers to prepare them for unrivalled performance and recording opportunities alongside Gabrieli's professional musicians. In just ten years, the programme has had significant successes, including a BBC Proms performance of Mendelssohn *Elijah*, studio recordings of *Elijah* and Britten *War Requiem*, and *An English Coronation* – a spectacular large-scale recreation of music from the 20<sup>th</sup> century's four coronations, the recording of which was released to widespread acclaim in May 2019.

In 2011, Paul McCreesh established his own record label, Winged Lion, which in its first year alone released four extremely diverse recordings – Berlioz *Grande Messe des Morts*, Mendelssohn *Elijah*, *A New Venetian Coronation* and *A Song of Farewell* – underlining Gabrieli's versatility and the breadth of McCreesh's vision. Recent releases include *A Rose Magnificat* (BBC Music Magazine Choral Award, 2019), Purcell *King Arthur* (BBC Music Magazine Opera Award & Recording of the Year, 2020) & *The Fairy Queen*; the first-ever modern recording of Elgar *The Dream of Gerontius* on period instruments is planned for July 2021.

[www.gabrieli.com](http://www.gabrieli.com)

## The Role

Following a period of improved financial stability and significant development in Gabrieli's performing and recording profile, education work and fundraising, the charity seeks a talented and dynamic General Manager to lead the organisation as we approach our 40<sup>th</sup> anniversary in 2022. In close collaboration with the Artistic Director, Paul McCreesh, the successful candidate will manage a small but committed staff, liaising with the Board of Directors and a team of local agents and freelancers, from our office in King's Cross, London. The role will require involvement in all areas of the charity's work including finance and company management, domestic and international touring (sales, logistics and delivery), recordings, strategic development and delivery of Gabrieli Roar and fundraising.

## To Apply

Interested applicants should submit a CV and covering letter to John McMunn, General Manager via [john@gabrieli.com](mailto:john@gabrieli.com). Eligible candidates will be invited to interview with members of the Board. Due to the ongoing pandemic, interviews will be held remotely and on a rolling basis until such time as the role is filled.

**Term:** Permanent, full-time.  
**Salary:** Commensurate with experience.  
**Hours:** 37.5 hrs/week excluding lunch breaks; occasional evenings and weekends, as well as foreign and domestic travel, will be required during periods of high activity. Normal office hours are 9.30am-6.00pm Monday-Friday.  
**Holiday:** 20 days annual leave in addition to statutory bank holidays.  
**Trial:** This appointment is subject to a six-month probationary period.  
**Pension:** Enrolment in Gabrieli's contributory pension scheme (NEST) upon successful completion of probationary period.

<b>Job title</b>	<b>General Manager (advertised June 2020, preferred start date Sept 2020)</b>
Primary role	To lead Gabrieli, in close consultation with the Artistic Director and Board of Trustees, across all areas of its work
Line Manager	Artistic Director, Board of Directors
Manages	Concerts & Tours Manager Development Manager Gabrieli Roar Project Manager Choral Manager Other freelance professionals (accountant, agents, musicians)
Relationships	All team members including the Artistic Director, staff, Board of Directors and external stakeholders

<b>Key responsibilities</b>	
Company management	<ul style="list-style-type: none"> <li>• Development with the Artistic Director and the Board of Trustees of all aspects of Gabrieli's mission/vision, strategy and business plan.</li> <li>• Responsibility for all day-to-day operations of the charity, including line-management of all permanent and freelance staff, running payroll and overseeing cashflow.</li> <li>• Firm financial control, managing payment of all invoices and fees in a timely manner; preparing budgets, accounts and all other applicable documents/submissions (VAT returns, Companies House and Charity Commission reporting) in conjunction with the charity's accountant.</li> <li>• Managing and supporting all board members in their work for Gabrieli, liaising with trustees on board recruitment and individual members' roles.</li> <li>• Delivery of all marketing and communications appropriate to Gabrieli's work via social media, e-</li> </ul>

	<p>marketing and traditional channels in conjunction with other staff members.</p> <ul style="list-style-type: none"> <li>• Ensuring that Gabrieli and the Board of Trustees satisfy all regulatory and compliance obligations.</li> </ul>
Domestic & International Touring	<ul style="list-style-type: none"> <li>• Oversight of budgeting, in conjunction with the Concerts &amp; Tours Manager, to inform and facilitate sales to promoters and agents, ensuring realistic targets are set for both sales and delivery, in line with union obligations (ABO/MU).</li> <li>• Management of key promoter relationships at the BBC Proms, Wigmore Hall, St John's Smith Square, NFM Wrocław and elsewhere; development of new relationships wherever possible.</li> <li>• Management of key agent relationships in Spain/South America (Duetto), France/BeNeLux (Florence Brunel), Switzerland (Müller &amp; Pavlik) and elsewhere.</li> <li>• Direct sale of promotions to new partners/markets globally.</li> <li>• Overview of all fixing, scheduling and touring logistics, working closely with the Concerts &amp; Tours Manager to deliver projects within budget and in a professional manner.</li> <li>• Direct assistance managing all domestic and international touring as required to maintain relationships with key partners and new contacts, in conjunction with the Concerts &amp; Tours Manager and other members of staff.</li> <li>• Agreement of all promoter/artist fees and preparation of contracts.</li> </ul>
Recordings	<ul style="list-style-type: none"> <li>• Management of key relationships with regular producers, engineers and technicians, as well as at Signum Classics (distributors) and Premier Comms (PR); liaison with domestic and international press around releases to maximise coverage.</li> <li>• Oversight of all recording budgets in conjunction with the Concerts &amp; Tours Manager; general company management including finance for Winged Lion.</li> <li>• Close collaboration with Winged Lion's freelance designer and copy-editor on concept/design of individual releases, commissioning texts and artwork, ensuring brand identity and the generally high standards associated with the label are maintained, and that releases are delivered to a tightly controlled production schedule.</li> </ul>

Gabrieli Roar	<ul style="list-style-type: none"> <li>• Delivery of the current strategy for Gabrieli Roar, in consultation with the Artistic Director, Gabrieli Roar Project Manager, freelance Chorus Directors and the Roar Advisory Group (a panel of education industry leaders and practitioners).</li> <li>• Development of a pipeline of Gabrieli Roar projects in consultation with the Artistic Director, Gabrieli Roar Project Manager and freelance Chorus Directors, balancing commercial/fundraising opportunities and capacity with educational benefit and artistic ambition.</li> <li>• Management of all partner choir relationships, ensuring regular communication, clear project proposal and planning, post-project evaluation and reporting.</li> <li>• Oversight of project budgeting, in conjunction with the Concerts &amp; Tours Manager and the Gabrieli Roar Project Manager.</li> <li>• Agreement of all venue, artist and other fees as necessary and preparation of contracts.</li> <li>• Management of the Gabrieli Roar Project Manager and Concerts &amp; Tours Manager in delivery of all Gabrieli Roar projects.</li> <li>• Responsibility for the review, updating and implementation of Gabrieli's Child Protection &amp; Safeguarding Policy at all stages of the organisation's work, serving as Gabrieli's designated child protection officer.</li> </ul>
Fundraising	<ul style="list-style-type: none"> <li>• Oversight and development of Gabrieli's fundraising strategy, in conjunction with the Artistic Director and Development Manager.</li> <li>• Setting realistic, appropriate targets for the funding of all projects in need of external support, including recordings, own-promoted concerts and Gabrieli Roar.</li> <li>• Close work with the Development Manager to identify and develop new opportunities and leads, across public funding, private trusts and foundations, and individuals.</li> <li>• Cultivation, along with the Development Manager, of board and other contacts, ensuring appropriate approaches and maintaining ongoing relationships with key stakeholders and major donors.</li> <li>• Support of the Development Manager in assembly and submission of funding applications/materials.</li> <li>• Management, in conjunction with the Development Manager, of all key external stakeholder relationships including Arts Council England, private trusts and foundations, and individual donors at all levels, ensuring consistent and appropriate reporting/communications.</li> </ul>

Person specification	
Qualifications	<ul style="list-style-type: none"> <li>• Experience of working at a senior management level within the classical music industry with evidence of achievement in a leadership role.</li> <li>• Experience of selling classical music projects to venues and promoters, and/or leveraging financial support from co-production partners.</li> <li>• Ability to lead, support and delegate to staff effectively to achieve objectives.</li> <li>• Proven track-record of financial control and confident budget oversight, preferably with experience of delivering projects of distinction on limited budgets.</li> <li>• Project management and problem-solving experience, with capacity to translate vision into clear budgets and plans and the ability to deliver them.</li> <li>• Excellent relationship management and verbal/written communication skills, demonstrable experience of sustaining trusting relationships with a wide range of internal and external stakeholders.</li> </ul>
Personal qualities/attributes	<ul style="list-style-type: none"> <li>• Talented, dynamic and committed individual, determined to succeed in difficult circumstances.</li> <li>• Ambitious, energetic and outgoing personality.</li> <li>• Entrepreneurial, proactive and innovative.</li> <li>• High emotional IQ, with excellent judgment.</li> <li>• Collaborative, confident and communicative – a leader.</li> <li>• Interest in and extensive knowledge of Western music from the Renaissance to the present day.</li> </ul>

Interested candidates are encouraged to schedule an informal conversation about the role before applying. Please contact John McMunn, General Manager, on 020 7613 4574 or via [john@gabrieli.com](mailto:john@gabrieli.com) to arrange.