

# SCHERZO

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## E N S E M B L E

Longhope  
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www.longhopesummeropera.com  
Registered Charity No.1193375

Scherzo Ensemble is hiring a **General Manager**. Scherzo is a professional development platform for early-career artists, primarily classical singers. We currently deliver three performance projects each year: the [Longhope Opera](#), a weekend long festival in early July, based at Longhope House; a touring multi-disciplinary oratorio production; and a recital series. We also organise seminars for emerging artists in various aspects of career-building. We pay all our performers and creatives for all performances.

Although now eight years old, Scherzo relaunched as an incorporated charity in 2021, with a view to creating a more solid foundation for future activities and growth. Our current turnover is somewhat over £100k pa [ 2022 £107k] and we are a small but very motivated team, led by the Artistic Director and CEO ([Matthew O’Keeffe](#)). We have a board of five engaged trustees. Due to a life decision, the opportunity to join Scherzo as General Manager has arisen with immediate effect. We believe this is a very exciting time to join the charity. As General Manager, the successful candidate will have the opportunity to develop the charity from its infancy to an established and respected player in early-career development nationally. There are two sides to the role: general management of the company, and production management of performance projects. The post-holder will work alongside and report to the Director and alongside our fundraising consultant. If successful in the role, and as the charity grows, we would look to restructure leadership so that the General Manager becomes CEO and the Artistic Director can focus wholly on the performance and seminar programme.

### Terms

Two days per week, £160 daily rate.

Extra remuneration during busier production schedules (usually a weekly buy-out).

Work days can be flexible each week, but at least one day should be a Tuesday or a Thursday each week. Work will primarily be done remotely from your home or preferred place of work, but the post-holder would be expected to attend events and particular meetings in person (approximately once every two months) in London or Hampshire. Travel is reimbursed when the post-holder is required outside of London.

### Requirements

We are looking for someone who brings energy and ideas to what they do. Someone who loves to support excellent performance. Someone who cares very much about the future of the classical music industry and understands how important meaningful development opportunities are to it. The successful candidate will be incredibly organised, highly self-motivated, and able to effectively problem-solve in pressured situations. They will be able to communicate well and build relationships with diverse groups of people. They will have a *get the job done* mentality and understand that this senior role comes with significant responsibility to deliver to deadlines.

Experience needed:

- production management experience at a professional level, with an understanding of technical theatrical departments and their needs.
- Proficiency with Mailchimp, Squarespace & Wix, spreadsheets, Canva (or equivalent design software)
- Financial management of a small organisation, managing budgets of £20k or more.
- Managing classical music performances, preferably including operas

### Main Responsibilities and Duties

## General Management

- Acting as the main point of contact for all stakeholders.
- Scheduling, creating papers for and minuting board meetings.
- Organising fundraising events.
- Organising auditions (casting calls, logistics and communication).

## Finances

- Processing payments and issuing invoices.
- Liasing with external accountants to facilitate yearly accounts and Theatre Tax Relief.
- Leading on book-keeping
- Assisting with budget creation and management.
- Submitting gift-aid claims
- Interacting with and providing data to the Treasurer.

## Fundraising

- Assisting our fundraising consultant with completing and submitting applications to trusts and foundations.
- Liasing with corporate sponsors.
- Maintaining and developing relationships with patrons.

## Producing

- Acting as production manager for our performances. Coordinating logistics, schedules and communications.
- Contracting personnel for projects.
- Working with our trusted contractors to source and book necessary equipment and services.

## Marketing & Communications

- Managing mailing lists and creating mailouts using Mailchimp
- Maintaining the Scherzo Ensemble and Longhope Opera websites using SquareSpace and Wix.
- Managing the Scherzo Ensemble and Longhope Opera social media accounts
- Media/Press relations
- Advertising & promoting concerts
- Creating programmes for events and sourcing programme adverts.
- Commissioning artwork for projects and distributing printed materials.
- Booking and briefing photographers/videographers.

## Front of house

- Uploading events and overseeing ticket sales on Ticket Source.
- Managing customer/ticket enquiries.
- Managing and distributing comps.
- Managing front of house at events.

## Applications

Deadline for applications is Monday 29<sup>th</sup> April at 8pm. Please send your CV and a cover letter outlining why you think you are well-suited to the role, highlighting your most relevant experience. Interviews will take place on 6<sup>th</sup> & 7<sup>th</sup> May, and candidates will be notified of our decision by 10<sup>th</sup> May. We would like the successful candidate to start work in the week beginning 13<sup>th</sup> May.

Email [scherzoensemble@outlook.com](mailto:scherzoensemble@outlook.com) to apply, or to request further information.