

English National Ballet School

Head of Music - Job Description

Title of Post:	Head of Music
Reporting To:	Artistic Director
Key Working Relationships:	Artistic Director Dance Teachers Pianists Freelance Musicians Finance Manager Other Staff as Required
Main purpose of the job:	To play to the highest possible standards of pianism and musicianship for class and rehearsal as scheduled and for performances and auditions as required. Provide leadership to the music team and ensure the smooth running of the team's activities with effective resourcing, scheduling and liaison with the Artistic Director and Artistic staff.
Key Responsibilities:	<u>Head of Music Responsibilities</u> • Manage resourcing and attendance of music staff to meet the needs of the schedule and ensure sufficient staff are available, sourcing skilled casual staff when needed • Coordinate the allocation of pianists and musicians for instances other than class such as assessments, auditions, performances, and events as required by the School • Oversee coordination of the School's musical requirements for performances and additional events including recorded music

Since job descriptions cannot be exhaustive, the post holder may be required to undertake other duties, which are broadly in line with the above key responsibilities.

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- Ensure School pianists are prepared for specific classes in collaboration with the artistic staff
- Coordinate all musical aspects of the School's performances in liaison with the Artistic Director – including live music when programmed and/ or editing CDs when required
- Development of the school's musical resources and equipment, including the Music library
- Coordinate the maintenance of the School's pianos and other instruments
- Source new instruments when required
- Maintain an overview of the PRS requirements for the school in association with the Finance Manager
- Ensure the Executive Director is advised of all upcoming expenditure and obtain authorisation for agreed expenditure
- Work with Directors to implement professional development opportunities for pianists where possible and practical

Pianist Responsibilities

- Provide piano accompaniment to school classes, auditions, rehearsals, and short courses, off-site or on School premises
- Research appropriate music to accompany dance classes, working closely with the teaching staff to adapt the musical repertoire to meet the requirements of different teachers

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- Follow the class closely, interpreting the directions of the teacher and playing accordingly
- Be rigorously punctual in observing class times, arriving in advance of the class in order that it may begin at the appointed time

General

- Keep abreast of developments in the School's work
- Participate in, and contribute to staff meetings and similar events concerned with the development of the School's work, when requested or required to do so
- To comply with company policies always relating to the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 at all times
- To comply with company policies always relating to the equality of opportunity and diversity

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PERSON SPECIFICATION FOR HEAD OF MUSIC

Applicants for this post should demonstrate how their skills and experience meet the following Person Specification.

Experience and knowledge:	Ability to sight-read music and play the piano to a high level (ability to maintain tempi and play in standard and compound time signature) to meet the specific needs of dance classes
	Knowledge of appropriate music accompaniment for classical ballet, character dance, solos (variations), and repertoire
	Substantial experience in providing musical accompaniment to a professional or educational dance organisation
	High-level degree or equivalent in practical music studies
	Experience in researching appropriate music for accompaniment
	Experience working in a ballet company or ballet school
Skills:	Previous experience working with administrative systems
	Excellent communication skills in spoken and written English
	Excellent musical improvisational skills
	Excellent and self-sufficient administrative ability
	Able to work in a changing environment and respond flexibly to changing needs and demands
	Tactful and diplomatic in approach and able to deal with confidential matters with complete discretion

This role is subject to a DBS check.

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