

Kidenza CEO Job Description

Reports To:

The Board of Trustees

Job Overview:

Primary responsibilities include developing and maintaining the organisation's vision and purpose, setting and implementing the organisational strategy, managing the overall operations and resources and being the public face of Kidenza. Kidenza's CEO must have extensive knowledge and experience in music education combined with expertise of orchestral concert production, amateur as well as small charity management.

Kidenza is a small organization and as such we expect the CEO to take on general day-to-day operational tasks as well as strategic and public facing duties. Looking forward, these duties may be delegated as the charity develops and grows.

Due to current financial constraints, we can initially offer a part-time role of 2 days per week (0.4 FTE) with an equivalent salary of £21,970 per annum.

Responsibilities and Duties

- To be Animateur at all concerts
- Collaborating with other educationalists and produce comprehensive teaching resources
- Producing concerts including:
 - Fixing musicians and issuing contracts
 - Booking venues
 - Organising rehearsals
 - Managing all finances
 - Working with musical directors to plan programme content
 - Working closely with tour coordinator for schools' tours
 - Planning all advertising artwork and sourcing design and print
 - Overseeing digital animation
 - Managing box office

- Managing all finances including:
 - Cashflow
 - Salaries
 - Subcontractors
 - Strategic planning
 - Preparation of spreadsheets for accountant
- Working with the trustees and committees to formulate strategies such as:
 - Marketing
 - Project development
 - Recruitment
- Writing and submitting funding applications and subsequent evaluations
- Networking and building relationships with music hubs, other music education establishments and prospective funders and patrons.

Qualifications

Essential

- Relevant music qualifications minimum grade 8
- Presenting professional concerts to all ages including children and adults
- Sound knowledge of Office 365
- Knowledgeable of music education in the UK
- Experience of managing a small organisation
- Working with musicians, knowledge of contracts and MU guidelines
- Proven track record of successful funding applications
- DBS checked or willing to undergo checking
- Passionate, confident, articulate, attention to detail

Desirable

- Degree or equivalent qualifications
- Experience teaching Foundation, KS1 and KS2
- Awareness of GDPR
- Ability to sing in public