

Sound and Music

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Job Description

Title of Post:	Chief Executive
Contract & hours:	Permanent contract, full time (37.5 hours per week, although other working patterns will be considered)
Location:	Currently, the organisation has offices based in London and a hybrid approach is being adopted. The candidate should expect to be in London at least once a week.
Salary scale:	£67k - £72k
Reporting to:	Chair of Board of Trustees
Created:	January 2023

1. General Information

Sound and Music's Chief Executive is a key role in new music in the UK and internationally, and we are looking for exceptional candidates with an established reputation and networks to take the organisation's work into its next chapter.

The Chief Executive provides inspirational leadership, bringing to life the organisation's vision, mission, and values in ensuring that the whole organisation is working effectively together to maximise the opportunities for people of all ages and backgrounds to create and enjoy new music.

The Chief Executive will ensure that the Board and team are engaged, motivated and clear about Sound and Music's strategy and priorities. They will be a prominent public advocate and spokesperson for Sound and Music and its work, taking a proactive role in developing strategic partnerships, building organisational capacity, and increasing its public and media profile.

With overall responsibility for ensuring Sound and Music has a robust and entrepreneurial business model, the Chief Executive will drive income growth and ensure sound financial management. They will also exemplify, model and champion the organisation's culture and values.

We celebrate and nurture equity, diversity, and inclusion, and warmly encourage applications from candidates who bring backgrounds, perspectives and insights that are underrepresented in the organisation or the sector. We are also committed to promoting a diverse, inclusive, and evolving definition of new music and sound, and expect candidates to share this strong commitment.

2. Key Responsibilities

Leadership

- Internal leadership
 - Provide inspirational leadership and motivation to Sound and Music's senior management team, staff and wider community and stakeholders
 - Demonstrate and champion an inclusive, supportive and positive culture at Sound and Music, and ensure that its values are understood and upheld
- External leadership
 - Be a powerful and persuasive advocate for composers and music creators, digital and technological innovation in music making, and new music and sound more generally. This includes championing the importance of composing and music creation in education
 - Represent Sound and Music publicly, including through media opportunities, and actively seek profile raising opportunities such as keynote speeches and opinion pieces
 - Engage with relevant international networks including the International Society for Contemporary Music (ISCM) and International Association of Music Centres (IAMIC)
- Champion and promote the value and importance of equality, diversity and inclusivity within the organisation, in its work, and in the wider sector
- Bring a demonstrable passion for music, its importance, and an understanding of its impact and value within society

Governance

- Work with the Chair to ensure a high standard of governance, including:
 - Preparing for and reporting to quarterly board meetings (and Finance Subcommittee meetings) with high quality board papers circulated in good time
 - Ensuring that the Board fulfils its charitable and legal responsibilities through regular provision of financial and monitoring information, and regular review of key policies
 - Regular engagement with Trustees between meetings, and facilitating their involvement with the wider senior team where relevant
 - Board recruitment against identified skills and profile needs
- Ensure that the organisation is operating within an agreed strategic framework through:
 - Creating and regularly reviewing (to a c. 3-year cycle) a robust and clear Business Plan, approved by the Board. This should be an active document that has the team and Board's engagement and buy-in
 - Building the capability of the organisation to understand, evaluate and demonstrate its impact

Development and Fundraising

- Lead the organisation's work in income generation and fundraising, working closely with the Head of Development, senior management team and Trustees to create and deliver a robust Development Strategy
- Increase the organisation's entrepreneurial skills and capability by enabling innovation and fostering a culture of opportunity-seeking, experimentation, commerciality, and learning
- Bring (or demonstrate the capacity to build) positive and productive relationships with key funders and stakeholders, including Arts Council England
- Establish new income streams, by developing programmes and services that deliver Sound and Music's mission and align with the goals and priorities of funders and partners
- Take an active role in the Music Patron project and relationship with the Boltini Trust, working with the Head of Music Patron, senior management team and Trustees to ensure a productive working partnership and futureproofing the relationship as it evolves

Finance and Operational

- Financial
 - Work with the Finance Manager and senior management team to set and regularly review budgets and forecasts, ensuring that income and expenditure are effectively monitored and kept on track
 - Work with Finance Subcommittee on the management of Sound and Music's investments, including the endowment (the AA Paul Fund)
 - Support the Finance Manager and work with Finance Subcommittee on the annual audit, including preparation of the Annual Report and liaison with the Audit Partner at the auditing firm
- Operational
 - Oversee Sound and Music's approach to HR, ensuring there are effective systems of line management and performance management, and dealing with HR issues. (Sound and Music engages an HR consultant to support with this.)
 - Oversee the provision of IT equipment and support, ensuring that employees have what they need to deliver their roles
 - Oversee the relationship with Oxford House and the office space

3. Common responsibilities for all Sound and Music employees

- Be a creative contributor to the development of the organisation and its relationship to the sector
- Be an active and positive advocate for Sound and Music on a day-to-day basis and at events (as required)
- Work in the best interests of artists, arts organisations, and audiences throughout the country
- Working practices
 - Take a flexible approach to work and to be willing to undertake other duties as reasonably requested
 - Ensure adherence (at all levels) to the organisation's required policies and procedures with reference to Employment Rights, Equal Opportunities, Data Protection and Privacy, and Health and Safety and other statutory requirements
 - Lead by example by exemplifying the values of the organisation and adopting quality internal processes which adhere to agreed procedures and are compliant with good governance as set by the Board
 - Provide excellent customer service in dealings with the public and Sound and Music's community
 - Feel ownership of the website and take responsibility for generating and servicing content where it relates to your area of work
- Contribute to the organisation's understanding of equality, diversity, and inclusion; its implications for the arts; and how it informs all the organisation's decision-making

4. Special conditions of the post

- A willingness to travel throughout the country as required by the role
- A willingness to represent the organisation internationally on an occasional basis
- Evening and weekend working to attend and network at events will be required

Candidate profile

Essential

- A demonstrable commitment to Sound and Music's vision, mission, and values
- Leadership
 - A track record of leadership, including leading or working at a senior level in an organisation during a period of growth and change
 - Excellent team leadership skills, with high emotional intelligence and generosity, a genuine enthusiasm for encouraging the input and ideas of others, and a strong commitment to collaborative working
 - Strong budgeting and financial planning skills, and the ability to work collaboratively on this
- An entrepreneurial mindset: success in leveraging income, developing new income streams and value through commercial acumen and effective strategic partnership building
- Communication
 - Outstanding communication and interpersonal skills: able to engage confidently and warmly with different audiences and areas of the sector both publicly and on a 1:1 basis
 - Excellent understanding of digital communications and infrastructure and how it can build reach and engagement, including using data to drive decision-making
- A track record in championing and addressing under-representation in culture and a deep-rooted commitment to equality, diversity, and inclusion

Desirable

- Understanding of the current political, economic, social, and technological climate, including the context for culture and public funding and an active engagement with technological developments in creativity
- Experience leading programmes that help adults and/or young people from diverse backgrounds to fulfil their potential
- Experience of increasing brand profile, developing brand awareness, and expanding audiences for a specialist product or service