



Operations & Production Manager for the London Gay Men's Chorus



For more info, visit lgmc.org.uk/join-us

About Us

The London Gay Men's Chorus (also known as the LGMC, or the Chorus) is at an exciting stage as a charity as we launch our new vision, mission and values to guide the development of the Chorus on the next stage of our journey. Our vision - or the change we want to see in the world - is “***Everyone Brought Together Through Song***”.

Our part in making this vision real (also known as our mission) is to “***create, enable and connect confident voices across communities with fun, hope, love, joy and fearless allyship***”. And we're guided by our values of “***all-in, harmony, community and transformation***”.

We were founded in 1991 when nine brave singers first performed as "The Gay Choir" at Angel tube station. We have since evolved into a performing arts charity with more than 300 members including over 200 performers. Our first performance was to raise money for the Terrence Higgins Trust, and we are proud to continue this tradition and work regularly with many other charities and partners.

A small team of professionals - including this role - support our two standing choirs who perform throughout the year and at short series of concerts in both the summer and winter. We regularly take part in LGBTQ+ and Arts festivals in the UK, Europe and sometimes further afield. Recent collaborations have included West End shows, TV productions, performances at embassies, and Pride-based events.

LGMC Operations & Production Manager

Reporting to the Artistic Director, you will manage the day-to-day operations of the LGMC.

It's a multifaceted job that ensures the continued moving and shaking of the Chorus. A very fulfilling and rewarding role where the things you do come to life on stage and beyond.

As an organisation with over 300 members, but only a small team of staff and freelancers, you'll need to be comfortable working with volunteers as we rely on many people to help run our organisation.



The Opportunity in Summary:

Salary: £42-£46k FTE

Hours & Location: 0.7 FTE (26 hrs/wk) - working hours to be agreed and may require a mix of fixed and variable times. Some flexibility will be required, including occasional evening and/or weekend work. Location is split between home-working and co-working spaces.

Probation & Notice: Six months' probation during which one month's notice is required. Following successful probation, a notice period of three months applies.



Your responsibilities:

- **Venue Sourcing, Liaison & Management** - working with the music team to develop the rehearsal plan for each season and sourcing and booking venues for both rehearsals and main productions.
- **Administration, Finance & IT** - working closely with a range of volunteers and outsourced providers to effectively manage the operations of the Chorus
- **Artistic & Production** - working closely with the Artistic Director & production teams to ensure all aspects of LGMC productions are delivered in line with budgets and creative plans
- **Programming** - managing the client lifecycle from initial contact through fee negotiation, contracting and invoice management. Liaising regularly with the Artistic Director on client contact and interaction.

A full role description is available on request

About You

- Excellent written, verbal, and non-verbal communication & interpersonal skills
- Very organised: able to navigate complexity and manage multiple priorities effectively.
- Attention to detail
- Experience working with volunteers
- A team player, flexible and adaptable to the changing needs of the organisation
- Self-motivated, with the ability to work independently.
- IT proficient with experience of using Microsoft 365 (Word, Excel, PowerPoint), online apps/tools such as Zoom, Dropbox, Google. And an ability to pick up new platforms quickly.
- Prior experience in accounting or bookkeeping would be desirable, but not essential
- A willingness to constructively question established ways of doing things, while remaining solution-focused and sensitive to the contribution of volunteer members and professionals.
- Ability to flex work-hours up or down depending on demand (e.g. the lead-up to a major production is likely to be much busier than periods where there are no rehearsals)
- Sensitivity to the ethos of a mission-based organisation and supportive of our equal rights for all agenda
- A genuine passion for LGBT+ rights and community music-making.

Our Approach to Recruitment

We are an equal opportunities organisation, and firmly believe that anyone who joins us can provide a unique perspective and valuable contribution to the lives of the people we work with. Applications from individuals are encouraged regardless of age, disability, sex, gender, gender identity, sexual orientation, pregnancy and maternity, race, nationality, ethnicity, religion or belief.

We are committed to making all stages of our recruitment process accessible to candidates with disabilities or neuro-diverse experience. Please let us know about your needs and we will work with you to make reasonable adjustments to ensure you can perform at your best throughout your application.

How to Apply

Submit a CV detailing your relevant skills & experience together with a covering letter (one page only, please!) telling us why you're the right person to join the LGMC family.

We would also very much appreciate you completing our Diversity Monitoring form available on our website.

Email: recruitment@lgmc.org.uk

Closing Date: Sunday, 5th May 2024

Interviews will take place in the week commencing 13th May

