

POSITION AC Academy Facilitator (initial 12-month engagement, part time)

Four positions are available for our four after-school AC Academy choirs:

- Monday – Malvern Theatres, 4.30-5.30pm
- Tuesday – Coten End Primary school, Warwick, 4.45-6pm
- Wednesday – St Mary & St Benedict's Primary school, Coventry, 4.15-5.30pm
- Thursday – Bishop Wilson Primary school, Solihull, 3.45-4.45pm

CONTRACT: Freelance
HOURS: 2 hours per week for 36 weeks
(arriving at least 15 minutes before each rehearsal and staying for at least 15 minutes afterwards)
PAY: £8 per hour plus concert day pay
STAFF BENEFIT: One free child's place in an AC Academy Choir
START DATE: September 2018

Critically acclaimed choir and instrumental ensemble Armonico Consort entertains audiences across the country with its high quality concerts, outstanding recordings and innovative projects. Central to Armonico Consort is its education programme, **AC Academy**, which reaches thousands of children a year across the UK through its in-school Choir Creation Scheme and after school AC Academy Choirs in partnership with music hubs nationwide and in collaboration with venues such as the Royal Albert Hall.

Key Responsibilities:

- To greet and register children as they arrive and to be the first point of contact with parents
- To collect the weekly choir fees and enter all information onto a choir spreadsheet
- To ensure that AC Academy branding is evident at all rehearsals (logo'd tops, banners, season brochures etc)
- To give out and collect in welcome letters, concert letters, consent forms, lyrics sheets, Armonico Consort brochures and any other information to parents as required
- To liaise with the rehearsal pianist and leader as necessary
- To be present and active during all rehearsals, supervising children going to the toilet, assisting with any behavior issues, and ensuring that only the named adult collects the child after the rehearsal (sign children out)
- To liaise with parents of choir members regarding all aspects of rehearsals and performances
- To set up the relevant screens, projectors, PowerPoints etc as required
- To provide photos and articles for the **termly newsletters** for all singers
- To organise evaluation forms/case studies on selected singers (as required)
- To provide STATS for all AC Academies (termly) for Hub and Arts Council England returns
- To liaise weekly with the AC Academy Education Administrator
- To maintain a valid DBS, First Aid Certificate, Chaperone Training Certificate and Safeguarding Certificate, and to keep personal data secure at all times (GDPR)
- To support the choir concerts and to liaise with other colleagues regarding tickets, marketing, finance, safeguarding and logistical considerations

Applications should be addressed to Gaynor Larkin and sent by email to glarkin@armonico.org.uk or by post to Gaynor Larkin (Head of Education), Armonico Consort, 2 New Street, Warwick CV34 4RX

Closing date: Friday 29th June