

General Manager

- Working pattern: Full Time
- Position type: Permanent
- Salary: £35,000

The role:

Chamber Music Scotland is looking for an experienced, ambitious and motivated individual to join our small team as a General Manager to help us make exciting things happen in Scotland's chamber music sector.

Who we are looking for:

Our new General Manager will undertake a crucial role within our organisation as we continue to develop our work. We want someone to join us who can help us deliver our ambitions, and who shares our values and is inspired by the work that we do.

We believe in supporting and investing in our staff. We aim to create a healthy environment in which everyone can be ambitious, feel valued, and encourage personal and professional growth.

The position is full time and permanent, with a salary of £35k.

The CMS team operate a hybrid working approach, combining working from home and at our Glasgow city centre office. We are open to applications for remote working. Some national travel may also be required from time to time.

CMS is committed to offering clear and accessible application processes and opportunities that are open to everyone, and we encourage applications from people of all backgrounds. If you require any access support throughout the application process, please get in touch.

To apply, please send your CV and a covering letter detailing why you want to work with us and what you would bring to the organisation and the role to **info@chambermusicscotland.com**.

Deadline for applications is **12pm on Wednesday 7th June 2023**. Interviews are currently scheduled to take place w/b 19th June 2023.

The position will be available to start immediately.

Job Specification:

- Manage the day-to-day running of the organisation
- Work with the Chief Executive to determine and deliver the organisation's aims and annual plans
- Lead on the implementation of our Equalities, Diversity, and Inclusion (EDI) policies and projects
- Lead on administration of CMS funding programmes
- Support the organisation's own fundraising activities
- General project management across a wide range of activity
- Plan and deliver events for a range of stakeholders
- Produce statistical and informational reports for both internal and external use
- Manage invoicing for the organisation

Knowledge, Skills, and Experience:

- Possess a good working knowledge of the classical/chamber music sector, including how it relates to the wider arts sector, sustainability, EDI, the current socio-political climate, etc.
- Be comfortable with managing and implementing change
- Experience of arts sector funding
- Be confident working independently across multiple projects at once
- Ability to communicate with a wide range of stakeholders
- Experience managing budgets and financial processes



Our Values, Aims, and Purposes:

- **Our overarching aim is to make chamber music in Scotland a unique, inclusive, and creative environment with its own sense of identity and place on the world stage.**
- To develop chamber music in Scotland to reflect the diversity of its people and places, putting musicians, communities, and audiences at the heart of our work.
- Create opportunities for musicians to grow and maintain creatively fulfilling and financially sustainable careers within the Scottish chamber music sector.
- Shape a rich, distinctive, and resilient future for chamber music in Scotland; one which celebrates our shared cultural histories and traditions, but is also committed to experimentation, innovation, and excellence.
- Be at the forefront of creating new and innovative ways for people to listen to, perform, and create chamber music, and play an influential role in nurturing these transformations across the sector.
- We want to continue to ask what chamber music is, and what the future of chamber music can and should look like in Scotland.
- We believe that everyone should have the ability to participate in and have access to live music and performance, and we aim towards inclusivity and access being embedded in our work. We are committed to ensuring that these inclusive values remain at the core of everything that we do.

To understand more about what we do, you can download an activity report here:
<https://chambermusicscotland.com/about>

Our new report covering up to Spring 2023 will be released later this month and uploaded to our website.

