



TRUSTEE VACANCY

Three Choirs Festival: Hereford Committee Vice Chair

Closing Date: noon, Monday 7 October 2019

Summary:

The Three Choirs Festival Association Board of Directors seek to appoint a new Vice Chair to the Hereford committee, with a view to the successful applicant assuming the role of Hereford Chair when Clare Wichbold steps down after the 2021 festival. The Vice chair will serve on the Hereford city committee (due to reform in Autumn 2019), and may from time-to-time be required to act as an alternate to the Hereford Chair at Association board meetings

This voluntary role is a vital touchstone between the local festival committee, the organisation's professional administrative team, and the local community and city stakeholders. The successful candidate will work closely with the Hereford Chair to lead their committee towards the 2021 Three Choirs Festival, when it will next become Hereford's turn to host.

The Festival Committee act as ambassadors for the festival in their own city and beyond and work closely with the central office to maximise fundraising opportunities and develop links with other local organisations. They assist in the development of plans for their home festival, working with the Chief Executive to coordinate the recommendations of their committee with the planning processes of the central office, and supporting the Artistic Director and Chief Executive as they collaborate on the festival programme. The Festival Chair is responsible for presenting the plans for their forthcoming festival to the Board of Directors for approval, and receives delegated responsibility from the Board for delivering those plans with the assistance of the city committee, who work closely alongside the professional administration.

This is an exciting time to join an organisation with over three hundred years of music-making at its heart. In January 2018 the Association adopted new articles, and the Board of Directors and Chief Executive are working together to redevelop a forward-looking and sustainable business plan which will strengthen the position of the Three Choirs Festival as a champion and custodian of a great choral music tradition.

Our ideal candidate:

We are keen to hear from a wide range of applicants, and would particularly welcome people with some of the following attributes:

- A Hereford connection and/or knowledge of the city and county (Herefordshire residency is not a requirement)

- A passion for the arts and music in particular
- Sympathetic to the tradition of sung services and cathedral life that sits at the core of the organisation's history
- A great networker and advocate who can help our fundraisers build connections and generate income
- Committed to widening access to the festival in local communities, and enriching the local cultural landscape through partnerships and projects
- Collaborative and keen to develop ideas with colleagues
- Willing to maintain sufficient understanding to contribute effectively to key areas of the organisation's statutory responsibility (e.g. Health and Safety, Safeguarding, financial oversight)

Time Commitment: The members of the Association (which include city Vice Chairs) meets annually to hold its AGM (between November and late-January). The city committee meets with increasing frequency as the festival approaches, but no more than once a month. There may also be occasional informal meetings to attend. You may occasionally be asked to act as an alternate for the City Chair at meetings of the Directors, which take place on a quarterly basis. All committee members are encouraged to attend at least some events at every festival, and in a home year there is a busy social calendar alongside the programme of events. Once the candidate assumes the role of city chair in Autumn 2021, they can expect to spend around 1.5 days per month on Association business, occasionally rising to around 3 days per month when home festival planning is at its busiest.

City Committee members have no limit on the term they can serve, but the committee dissolves after each home festival, retaining certain roles (Chair, Vice Chair, Treasurer, Artistic Director and Friends Chair) as Association Members. The committee is reconstituted around 20 months prior to the next home festival.

Once the Vice Chair assumes the role of Chair (pending agreement from both the Board of Directors and the successful candidates willingness to continue), they will become an Association Director, appointed for a three-year term, and may serve a maximum of three consecutive terms. Please note that the all newly appointed Directors are required to sign a declaration that they understand the legal responsibilities associated with becoming a Company Director and Charity Trustee and are not barred from acting as either. All Directors will be subject to an enhanced DBS check and will be asked to complete a Declaration of Interest form periodically.

Location: City committee meetings will take place in Hereford, and all other meetings take place as centrally as possible in the Three Choirs counties, often in or near Ledbury. It may sometimes be necessary to visit the office in Gloucester.

Pay: This is a voluntary role, but out of pocket expenses can be reimbursed in line with the Association's expenses policy.

How to Apply

To discuss this role informally, please contact Clare Wichbold, Hereford Chair (clare.wichbold@gmail.com) to arrange a phone conversation. To apply, please send a letter, comprising no more than 2 A4 pages in total, outlining your suitability for this role and any relevant experience by **noon, Monday 7 October**. Applications should be sent by email to info@3choirs.org marked for the attention of Alexis Paterson, Chief Executive.

Applications will be collated and shared with the Hereford portion of the Association Membership and the Board of Directors. You may be invited to meet with representatives from these groups ahead of the choice of appointment being made. The decision is likely to be approved at the meeting of the Board of Directors on Friday 6 December.

About the Three Choirs Festival

The Three Choirs Festival is a week-long programme of choral and orchestral concerts, cathedral services, solo and chamber music recitals, masterclasses, talks, theatre, exhibitions and walks, rotating each summer between the beautiful English cathedral cities of Hereford, Gloucester and Worcester. It is thought to be the longest-standing classical music festival in the world and celebrated its 300th anniversary in 2015.

At the heart of the modern festival are large-scale evening concerts featuring the Three Choirs Festival Chorus and the Philharmonia Orchestra (resident at the festival since 2012), and services of Choral Evensong sung by the professional choirs of the three cathedrals. Concert programmes feature internationally-recognised soloists and combine the established favourites of the British classical choral tradition with works drawn from a broader, more international musical canvas. Some are conducted by the directors of music of the three cathedrals, who also undertake the role of Artistic Director of their city's festival, and some by guest conductors from the UK and abroad. The main festival's packed schedule of daytime events is augmented by a community and outreach projects bespoke to each city. More information about the organisation, including details of next year's festival in Gloucester can be found at 3choirs.org.

The Three Choirs Festival Association is a registered charity and company limited by guarantee, with a turnover of around £1million per annum.

- The Board of Directors currently has ten members (with the potential to rise to twelve).
- The day-to-day operation is run by a small professional management team based at the Association's office in Gloucester.
- The membership of the Association comprises the Directors, Chief Executive (Company Secretary) and from each city the Cathedral Dean, Artistic Director (Cathedral Director of Music), City Treasurer and Vice Chair, and Chair of the Friends Committee.
- The Festival Committees comprise the named roles above, plus other members as approved by the Board of Directors on the recommendation of the city committee.
- The Association has two sibling charitable bodies – the Society and the Foundation whose Chairs are ex officio members of the Association board. The Chair, Treasurer, Vice Chair and City Chairs of the Association are also ex officio trustees of the Society and the Foundation.

Future festival dates:

Worcester 25 July–1 August 2020 | **Hereford** 24–31 July 2021 | **Gloucester** 23–30 July 2022