



OFFICER VACANCIES

Treasurer: Gloucester City Committee

Treasurer: Hereford City Committee

Application Deadline: noon, Monday 14 December 2020

The Role

The Three Choirs Festival seeks a Treasurer to join the newly reformed city committees in Hereford and Gloucester ahead of their next hosting of the festival in 2022 and 2023 respectively.

The local Treasurer is a voluntary role which focuses on the budget and financial matters underpinning their home festival. The successful candidate will work closely with their Chair and local committee in the run up to their hosting of the Three Choirs Festival to provide support and expertise, as well as assisting the Chair in fundraising approaches and connections where possible. The local Treasurer will liaise with the Finance Manager and Chief Executive as required to support their understanding of the financial position, which is planned and delivered by the professional team, and approved and overseen by the Board of Directors. The City Committees act as local ambassadors for the festival, working closely with the central office in the development of plans for their home festival, which are then approved by the Board of Directors for approval for delivery.

Each City Treasurer also sits on the Finance Committee, which meets quarterly in advance of Board meetings. This committee provides detailed scrutiny of budgets, management accounts and cashflow, as well as giving the organisational risk register regular review. The report and recommendations of the Finance Committee are passed to the Board of Directors for consideration and implementation. Please note that this role does not involve any bookkeeping or cash handling.

This is both an exciting and challenging time to join an organisation with over three hundred years of music-making at its heart. Covid-19 led this year to the festival's first peacetime cancellation, and we are now looking to revive and redefine our live musical offering in a post-pandemic environment as part of a forward-looking and sustainable business plan. Long term, we aim to strengthen the position of the Three Choirs Festival as a champion and custodian of a great choral music tradition and welcome candidates who wish to join us in realising this ambition.

Our ideal candidate: We would welcome people with some of the following attributes:

- A connection with the city whose committee position you are applying for and/or knowledge of the city and county (local residency is not a requirement)
- Enthusiasm for the festival's work and its impact on the regional cultural landscape
- Good understanding of financial management and reporting; experience of working with budgets (bookkeeping/accountancy qualifications not required)
- Understanding of a charity's obligations to expend resources according to its objects
- Able to contribute to the monitoring of the organisation's risk register
- Sympathetic to the festival's rich heritage and connection with cathedral life

- A great networker and advocate who can help our fundraisers build connections and generate income
- Supportive of developing the organisation in relation to diversity and inclusion in the arts
- A positive, progressive attitude to organisational adaptation and change
- Collaborative and keen to develop ideas with colleagues
- Willing to maintain sufficient understanding of statutory matters to contribute effectively to the work of the city committee

The Board would particularly welcome applications from those presently underrepresented within the organisation so that we better reflect the demographic of the region in which our charity operates. We are actively seeking applications from women, people from less privileged backgrounds, those with a disability and those with African, Caribbean or Asian heritage.

Time commitment: The Association membership (which includes city Treasurers) meets annually for its AGM in March. The city committee meets with increasing frequency as the festival approaches, but no more than once a month. In addition, all Treasurers sit on the Finance Committee (chaired by the Association Treasurer) which meets quarterly.. All committee members are encouraged to attend events at the festival, and in a home year there is a busy social calendar alongside the programme of events. Treasurers can expect to spend around 1 day per month on average in fulfilment of this role.

City Committee members have no limit on the term they can serve, but the committee dissolves after each home festival, with those wishing to continue becoming part of the reconstituted local committee around 20 months prior to the next home festival (subject to approval by the Board of Directors).

Location: City committee meetings will take place in the local city, and Finance Committee meetings tend to take place at the registered office in Gloucester (currently electronically). The AGM tends to take place either in a central location (e.g Ledbury) or that year's host city.

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 Alexis Paterson (alexis.paterson@3choirs.org), who will arrange a conversation with the relevant city Chair.

To apply, please send a letter, comprising no more than 2 A4 pages, outlining your suitability for this role and any relevant experience by **noon, Monday 7 December 2020**. Applications should be sent by email to info@3choirs.org marked for the attention of Alexis Paterson.

As part of our goal to remove unintentional barriers to participation throughout the organisation, we want to ensure an inclusive recruitment process. Please contact Alexis Paterson (alexis.paterson@3choirs.org) to arrange any necessary adjustments or for further information about the organisation's access arrangements in relation to this role.

Appointment process: applications will be collated and shared with the members of the local committee and Board of Directors for shortlisting against the criteria outlined above. Shortlisted applicants will be invited to meet (electronically) with a panel comprising the City Chair, Chief Executive and a representative from the local committee. Appointments are likely be approved at a meeting of the Board of Directors on 7 January 2021.



About Three Choirs Festival

TCFA's vision: Expression for every voice through extraordinary music-making

The current circumstances in which we find ourselves do not reflect the remarkable music-making for which the Three Choirs Festival is recognised. Ordinarily, the Three Choirs Festival is a week-long programme of choral and orchestral concerts, music recitals, talks, family events, cathedral services, theatre, exhibitions and social activities, rotating each summer between the beautiful cathedral cities of Hereford, Gloucester and Worcester, although in 2020 the forced cancellation due to COVID-19 saw a move online to a 'virtual festival' which sought to celebrate the community and camaraderie that characterises the live event. Three Choirs is thought to be the longest-running 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), alongside a stellar cast of soloists. The festival's packed schedule of daytime events and the friendly atmosphere of our bustling festival village is augmented by a growing programme of bespoke community and outreach projects, beginning in the run-up to the festival and showcased as part of the festival programme. More information about the organisation can be found at 3choirs.org.

TCFA's mission: The festival's mission is to be a beacon for music making in our region. We create and share the best musical experiences with both local communities and an international audience of thousands, principally through an eight-day summer festival of over seventy events and a developing year-round participation programme. We nurture a rich, three-centuries old festival tradition with choral music at its heart, commission the finest new voices and revive the work of those who deserve not to be forgotten. We want to inspire a love of music in everyone: giving voice to local performers and celebrating the power and joy of a live musical experience, so that those who succeed us will perpetually rejuvenate the world's oldest classical music festival for future generations to enjoy.

TCFA's values

- **Ambitious:** we value the programme we present and the high standards we achieve;
- **Welcoming:** we embrace our worldwide musical family and are inviting to the inquisitive;
- **Enjoyment:** we share the joyful experiences and endeavours of our music-making with the wider community;
- **Investment:** we encourage creativity, engaging new participants and attracting visitors to keep the festival vibrant and relevant;
- **Accountable:** we accept the challenge as fleeting guardians of a long tradition to be transparent, open and responsible for our actions;
- **Custodianship:** we commission new work, train aspiring singers and develop new audiences, ensuring our future sustainability.

Strategic aims

- To be an internationally celebrated festival; an unmissable event on the classical music calendar.
- To champion classical music, and choral music in particular, as a genre which is open, enjoyable, relevant and accessible to all.



- To be a sustained and sustaining vehicle for cultural enrichment, creating musical experiences and opportunities which do not ordinarily exist in our region
- To act as a developmental bridge for those who want to make music, providing expert guidance to support people of diverse ages and backgrounds to exceed their expectations.
- To develop a sustainable model for the festival and its year-round activity which will ensure that our artistic and participatory aims can be delivered to future generations with confidence and commitment.

Organisational structure

- 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 eleven).
- Day-to-day operation is run by a small professional management team based at the Association's office in Gloucester.
- Membership of the Association comprises the Directors, Chief Executive (Company Secretary) and from each city the Cathedral Dean, Artistic Director, City Treasurer and Vice Chair, and Chair of the Friends Committee.
- 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 a sibling charitable body, the Society, whose Chair is an ex-officio member of the Association board. The Chair, Treasurer and City Chairs of the Association are also ex-officio trustees of the Society.

Future festival dates

Worcester 24-31 July 2021 | **Hereford** 23-30 July 2022 | **Gloucester** 22-29 July 2023

