



## **OFFICER VACANCIES**

**Vice Chair: Gloucester City Committee**

**Vice Chair: Hereford City Committee**

**Vice Chair: Worcester City Committee**

**Application Deadline:** noon, Monday 7 December 2020

### **The Role**

Following a recent review of succession planning across the Three Choirs Festival Association, the Board of Directors seek to appoint a Vice Chair to each of the local festival committees.

The local Vice Chair is a voluntary role and 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 their Chair to lead the city committee towards each local Three Choirs Festival: in 2021 for Worcester, 2022 for Hereford, and 2023 for Gloucester. As well as supporting the Chair with the work of the local committee, they may from time-to-time be required to act as an alternate at Association Board meetings.

The City Committees act as local ambassadors for the festival, working 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 then receives delegated responsibility from the Board for delivering those plans.

It is envisaged that each Vice Chair will assume the role of City Chair (subject to Board approval) as the existing Chairs reach the conclusion of their term in office. At that point, the successful candidate would also become a Director and Trustee of the Three Choirs Festival Association, and from that date may serve a maximum of three three-year terms. The present City Committee Chairs are:

Timothy Brain, Gloucester	third term
Bruce Herriot, Hereford	first term
Ben Cooper, Worcester	first term

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 are keen to hear from a wide range of applicants, and would particularly 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)
- A love of the arts and classical music in particular, with an enthusiasm for the festival's impact on the regional cultural landscape
- 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
- Committed to widening access to the festival in local communities, and enriching the local cultural landscape through partnerships and projects
- 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 to contribute effectively to key areas of the organisation's statutory responsibility (e.g. Health and Safety, Safeguarding, financial oversight)

*The Board would particularly welcome applications from those who are presently underrepresented within the organisation so that the shortlisted applicants 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 include city Vice Chairs) meets annually to hold its AGM in March. 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, 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, 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 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.

**Chair succession:** When a Vice Chair succeeds to the role of Chair, they 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 are asked to submit to an enhanced DBS check and complete a Declaration of Interest form periodically.

**How to apply:** To discuss this role informally, please contact Alexis Paterson ([alexis.paterson@3choirs.org](mailto: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 in total, 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](mailto:info@3choirs.org) marked for the attention of Alexis Paterson, Chief Executive.

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](mailto: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. These meetings are likely to take place on the following dates:

Hereford Vice Chair	Thursday, 17 December 2020
Worcester Vice Chair	Friday, 18 December 2020
Gloucester Vice Chair	Wednesday, 6 January 2021

Appointments to all three committees are likely to 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 300<sup>th</sup> 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](http://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

