



ABO

ASSOCIATION OF BRITISH ORCHESTRAS

Chief Executive

Candidate Information Pack
June 2022

Introduction & Welcome from the Chair

The Association of British Orchestras is seeking a Chief Executive to lead the Association, represent professional and youth orchestras in the UK, and oversee the work of a small and committed team.

Following Mark Pemberton's decision to step down as Chief Executive of the ABO after 15 years, we are now looking for the next inspiring individual to lead the organisation, building on Mark's impressive work and legacy, and supporting the orchestral sector as it navigates a changed landscape with renewed ambition.

During the last fifteen years, the ABO has expanded its services and political influence, introduced a suite of management Awards, recognising best practice in the orchestral sector, and enhanced its training offer, including the Find Your Way programme for senior and emerging orchestral leaders. Significant triumphs for the ABO in this time have included, seeing off the Class 1 National Insurance threat and persuading the Treasury to implement Orchestra Tax Relief.

This is an important convening and advocacy role on behalf of the UK's orchestral sector. Not only does the Chief Executive act as the principal contact for all ABO members and a central point for knowledge exchange, they also represent the entire sector at Government level; lead on sector-wide change initiatives and development programmes; and find ways to gather and share best practice across all specialisms within the field. We are looking for a passionate ambassador with a vision for how best to support all ABO members to fulfil their individual missions, and to inspire a range of audiences and stakeholders to celebrate the power of orchestral music.

The Chief Executive will report to a board comprised of representatives from our membership, as well as 'co-opted' members who bring knowledge from other sectors and address skills gaps. The board is highly engaged and active, meeting five times per year; in addition, working groups are convened to look at priority areas. The ABO has recently announced a Musicians' Advisory Council to advise the Board and Chief Executive from orchestral musicians' perspectives.

The performing arts have faced a period of extreme pressure over the past two years, and this has given rise to learning and new ideas, as well as reinforcing some of the urgent issues that were present before the pandemic. The Board is seeking a Chief Executive who is ambitious for the ABO to take on a greater leadership role in future, particularly in areas that benefit from sector-wide knowledge-sharing, including, most urgently, the ongoing development of our Equalities, Diversity & Inclusion Policy and Action Plan.

Thank you for your interest in this role. We look forward to hearing from you.



Simon Webb

Chair, ABO Board

About the ABO

The ABO's mission is to enable and support an innovative, collaborative and sustainable orchestral sector, and to provide advice, support, intelligence and information to the people who make British orchestras a global success.

The ABO runs a diverse range of events and activities designed to support the UK's orchestral sector in line with its key objectives of **connecting**, **championing** and **developing**, ranging from Specialist Managers Meetings to training courses, and the ABO's Annual Conference.

The ABO campaigns on behalf of its members, both in the UK and in Europe, with much of its work over the past two years being focused on helping the sector recover from the Covid-19 pandemic and navigate the impact of Brexit. It has a role as coordinator of various national projects, especially in education and community work, and has also mounted a number of research initiatives, delivering a series of important industry reports.



The ABO's current priorities include playing a leadership role in creating a diverse and inclusive sector, in partnership with key stakeholders, and embedding environmental sustainability in its members' practice. For further information about the ABO and its activities, please visit [our website](#). The latest Annual Review can be downloaded [here](#).

The Role

The role of the Chief Executive is to:

- Direct the work of the Association at strategic, policy and operational levels reporting to the Board of Directors.
- Be a key figure in the UK orchestral sector, connecting members through regular communications, events and the Annual Conference.
- Be a leading voice nationally and internationally, championing the UK orchestral sector.
- Understand the current and future needs of the sector, its workforce and audiences, playing a leading role in developing the UK orchestral sector, identifying, and responding to opportunities and challenges on behalf of the ABO's members.

The Chief Executive reports to the Chair of the ABO and is directly responsible for the Head of Policy & Communications and Membership & Operations Manager. Other members of the ABO team are the Office & Events Administrator, and a part-time Education & Youth Ensembles Consultant and part-time Finance Consultant.

Key Responsibilities

Membership

The Chief Executive is responsible for:

- Engagement with 'key contacts' and other members of staff at the 70 orchestras which comprise the Full Members of the Association, as well as in relation to other categories of membership. This involves regular communication with, and visits to members' offices and performances.
- Overseeing the work of the Membership & Operations Manager and Office & Events Administrator in relation to Specialist Managers Meetings (e.g. Concert & Orchestra, Education, Finance, Fundraising, Marketing Managers); provision of information and advice; and recruitment and retention of members.
- Leading the negotiating committee for the ABO/MU Agreement, and liaising with the Musicians' Union and other industry bodies on behalf of the membership.

Governance, Finance and Staff

The Chief Executive serves as Company Secretary and is an ex-officio Trustee of the ABO Trust. Responsibilities are for:

- Team leadership, including management, recruitment and well-being of staff, annual appraisals, and identification of training and career development opportunities.
- Coordinating agendas and minutes of General Meetings and board meetings with the Chair.
- Company secretary duties including, communications with Companies House and the Charity Commission.
- Management and oversight of the Association's finances, working with the Membership & Operations Manager and part-time Finance Consultant.
- Management and delivery of budgets, reports, annual accounts, investment strategies, and fundraising.
- Creating risk assessments for all strategic plans.
- Developing company policies with the board and external consultants and ensuring the ABO follows best practice.

ABO Learning and Development Programmes

The Chief Executive oversees the work encompassed by ABO Learning, which includes:

- Find Your Way programme for emerging leaders
- ABO training courses in collaboration with UK Theatre
- Seminars on specific topics of relevance to members

The Chief Executive oversees the work of the ABO's Education & Youth Ensembles Consultant, including the Orchestras in Healthcare agenda, and has responsibility for the ABO Trust's Sirens programme and liaison with the PRS Foundation on its Resonate programme.

An intergenerational project in Bedford, led by the Philharmonia and produced by Orchestras Live



Annual Conference

Working with the Membership & Operations Manager, the Chief Executive oversees the Annual Conference, with responsibility for the programme and speakers, and meeting financial targets.

Awards

The Chief Executive oversees the adjudication processes for and presentation of the ABO Award, ABO/Classical Music Awards and ABO/RPS Orchestra Player Award.



Paul Philbert, ABO Board member and RSNO timpanist, welcomes delegates to the ABO conference, February 2022

Public affairs

Working with the Head of Policy & Communications, the Chief Executive is the Association's principal spokesperson and representative in relations with:

- Ministers and Government departments
- The APPG on Classical Music
- Parliamentarians
- Devolved administrations
- Funding agencies
- Media
- National and international performing arts umbrella bodies and organisations
- The general public.

This ranges from attending events, responding to requests for information, campaigning, advocacy and generally being informed on any and all matters that can improve the political and financial environment in which orchestras operate. Additionally, in collaboration with the Head of Policy & Communications, the Chief Executive will liaise with and attend conferences and meetings of our European federation, Pearle (Live Performance Europe).

The Chief Executive will also oversee the collection of statistical data from its members by the Head of Policy & Communications and external agencies.

Person Specification

The ABO board is seeking a highly motivated leader with the following skills and experience:

- Understanding of, and passion for the UK orchestral sector, and a strong commitment to advocating for the importance and impact of orchestral music-making.
- Knowledge of the workings of UK governments, funding agencies and the media.
- A developed network of contacts from within the arts/charity sector and/or other relevant areas (e.g. education / healthcare / government)
- A track-record of establishing and leading programmes and initiatives to serve a particular constituency of interest, stakeholder group, or membership.
- Experience of planning and delivering small-scale and large-scale events, including digital events.
- Versatile communication and advocacy skills.
- Inclusive leadership style and the ability to inspire and motivate a team.
- Negotiation skills preferably in a unionised environment.
- Financial management and fundraising.
- A proven commitment to inclusion and a vocal champion for equalities and diversity



Terms of Employment

Office location	West Wing, Somerset House, Strand, London WC2R 1LA. The ABO team is currently working on a hybrid basis, balancing attendance in the office with home working. Travel in the UK and overseas will be required.
Office hours	Normally 9.30am – 5.30pm Monday to Friday. Regular evening and weekend work is required. There are no overtime payments, but time off may be given in lieu.
Holidays	25 days per annum, plus public holidays and the period between Christmas and New Year when the office is normally closed.
Notice	There will be an initial six-month probationary period, during which one month's notice of termination of employment will be required on either side. Following confirmation of the permanent post six months' notice will be required on either side.
Salary	c.£65,000 (more may be available for an exceptional candidate)
Pension	On completion of the probationary period the company will make a contribution of 5% of salary in accordance with Pensions Auto-Enrolment regulations.
Season ticket	A season ticket loan is available.
EDI statement	The ABO is an equal opportunities employer. In matters of recruitment and employment we will ensure that no individual receives less favourable treatment on the grounds of gender, race, ethnic or national origin, religious beliefs, marital status, sexual orientation, age or disability.





How to Apply

To apply, please send a cv and letter of application, addressing how your skills and experience match the role and person specification, to our Recruitment Consultant, Heather Newill, Director AEM International, at hnewill@aeminternational.co.uk

The deadline for applications is Friday, 22nd July. Interviews for shortlisted candidates will be held in early September.

Your letter of application should be no longer than two sides of A4. All applications will be acknowledged.

We would also ask that you complete our Equality and Diversity monitoring form, to help us assess this recruitment process. The Panel will not see information on your Diversity and Inclusion monitoring form.

If you need any changes to the application process or wish to submit your application as a video or in an alternative format, we would be happy to support you and accommodate this.

If you would like an informal conversation about the role, please contact AEM International Senior Consultant, Helen Spratt at hspratt@aeminternational.co.uk.

We positively welcome applications from disabled people. We want to make it possible for everyone to shine during the application process, so if there are other changes we could make to accommodate you, please let us know.