

## Concerts & Tours Manager (part-time)

*“Unaccompanied choral singing comes no better than this: in blend, accuracy, precision, commitment.”* **The Guardian**



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### The Role

<b>Job Title</b>	Concerts & Tours Manager (4 days per week)
<b>Location</b>	Tenebrae's office is based in the Lyric Hammersmith Theatre, London W6 oQL. We encourage flexible working and are happy to consider hybrid arrangements, although you will be required in the office for at least 2 days per week. This role involves frequent travel to Europe, the US and, on occasion, other territories such as Australia.
<b>Term</b>	Permanent
<b>Hours</b>	4 days per week to be worked between Monday and Friday, 09.30-17.30 (exact working pattern to be mutually agreed). Some weekend and evening working will be required, for which you will be entitled to take time off in lieu (TOIL). During busy periods you may need to work a 5-day week or shift your regular working days to accommodate specific tours. Again, you will be entitled to claim extra time worked back as TOIL.
<b>Remuneration</b>	c.£28,800 per annum (£36,000 full-time equivalent), dependent on experience
<b>Reports to</b>	Chief Executive

### About Tenebrae

Tenebrae is one of the world's leading vocal ensembles, renowned for its core values of passion and precision. Founded in 2001 by director Nigel Short, the choir performs around 70 concerts each year across the UK, Europe, the US and further afield, including at some of the world's most prestigious concert venues and festivals. Alongside its busy concert and recording schedule, the ensemble delivers an extensive Learning & Connection programme, working with hundreds of children, young people and amateur singers each year.

Tenebrae is a registered charity with a small, friendly team of administrative staff, supported by a Board of Trustees drawn from a variety of sectors. Over the past five years the organisation's scope has grown considerably, and it's an exciting time to join our growing management team as we prepare to celebrate the choir's 25<sup>th</sup> anniversary during the 2026-27 season. Particular strategic focuses include new commissions and innovative programming, a drive to diversify our organisation and audiences, and building our digital engagement.



© Suzi Corker

The Concerts & Tours Manager plays a vital role, managing the logistics and delivery of all our concerts and recordings. The successful candidate will work closely with a broad range of promoters and agents in the project planning stages, as well as touring with the choir to spectacular venues all over the world.

We hope you will be interested in applying for this role. If you have any questions, please contact Eleanor Hunt, Operations & Planning Manager ([eleonor@tenebrae-choir.com](mailto:eleonor@tenebrae-choir.com)).

## Key responsibilities

- Accompany Tenebrae on engagements in the UK and abroad, ensuring efficient management of tours and that the needs of Tenebrae's Artistic Director and singers are met;
- Be our singers' first point of contact for all queries relating to artistic projects;
- Finalise all details relating to running order, travel, accommodation and any specific requirements with Tenebrae's promoters and/or our team of international agents;
- Liaise with the Operations & Planning Manager regarding national and international travel arrangements, briefing them on any special requirements;
- On occasion, book domestic travel and hotels directly;
- Ensure that Tenebrae's diary management software (Overture) is up-to-date with relevant artistic and logistical details for all concerts, tours and recording projects;
- Attend and manage administration of rehearsals, including transporting and distributing music to the choir, and booking venues as required;
- Check provisional and final schedules provided to you by the Concerts & Marketing Assistant, and circulate these to the singers and management team in a timely manner;
- Liaise with the Concerts & Marketing Assistant to brief them on the preparation of sheet music for each engagement as required, and/or share digital copies for singers using tablets;
- Capture simple photo and video content of the choir in rehearsal and at concerts for sharing on Tenebrae's social media platforms;
- Establish requirements for work permits and/or visas and assist with the necessary applications;
- Liaise with our record labels about logistical details such as venue and timings for Tenebrae's recording projects;
- Assist the Operations & Planning Manager to create accurate payment schedules for each engagement so that our musicians are paid on time;
- Validate any invoices received and code them to the correct cost-centre.

## Personal specification

### Essential

- At least 4 years' experience in artistic and/or concert management;
- Excellent organisational skills, with the ability to manage and prioritise a large number of varied tasks with multiple deadlines;
- Strong problem-solving skills;
- Quick, efficient and able to work accurately under pressure;
- Impeccable attention to detail and experience of pre-empting the needs of artists;
- Excellent communication skills, both written and verbal;
- Confident leading large groups of people in unfamiliar situations;
- Able to form strong, productive relationships with a broad pool of industry colleagues and freelance musicians;
- A flexible approach to working hours to meet the needs of the role including some evenings, weekends and public holidays (for which you will be entitled to time off in lieu);
- Fluency across the major social media platforms;
- A high level of proficiency in Microsoft Outlook and Office.

### Desirable

- Confident in at least one European language;
- Good knowledge of, and active interest in, choral music at all levels including Tenebrae's competitors;
- Full clean driving licence.

### Application Process

To apply, please email your CV and a cover letter (no more than 2 pages) detailing your suitability for the role to Eleanor Hunt: [eleanor@tenebrae-choir.com](mailto:eleanor@tenebrae-choir.com).

Applications must be received by no later than **9am on Monday 5<sup>th</sup> January 2026**. Interviews will take place in London on **Tuesday 13<sup>th</sup> and Wednesday 14<sup>th</sup> January 2026**. Please indicate in your email if you are unavailable and we will endeavour to find another time.

At Tenebrae we believe that everyone should have equal opportunities to succeed, regardless of their age, disability, sex, sexual orientation, pregnancy, race or ethnicity, religion or belief, gender identity, marriage and civil partnership, or caring responsibilities. If you feel you are qualified for this role then we would love to hear from you, regardless of your background or circumstances. If you have additional access needs, please let us know and we will work with you to accommodate your requirements.