

Tenebrae Academy Programme Coordinator (part-time, fixed term)

“I think it’s really cool that we’ve found a new sense of community, and I’ve made a bunch of friends in Tenebrae.” **Tenebrae Academy Participant**



© Suzie Corker

The Role

Job Title	Tenebrae Academy Programme Coordinator (2 days per week)
Location	Most responsibilities can be undertaken remotely, although the successful candidate is welcome to work from Tenebrae’s office alongside the wider team if preferred. Tenebrae’s music library and office will move to Kings Place, 90 York Way, London N1 9AG, from the end of August 2026. The role will require attendance at Tenebrae Academy sessions in central London on Saturdays, approximately seven times across the year (see further information in the person specification below).
Term	Fixed-term freelance contract for 9 months, with an anticipated start date of 9 th September 2026. The start date may be negotiable for the right candidate.
Hours	14 hours per week, excluding breaks. Hours can be worked flexibly across the week, and the exact working pattern is to be mutually agreed. Some weekend working will be required, and this will count towards your weekly hours.
Remuneration	£130 per day <i>This is a freelance role, and the successful candidate will be engaged on a self-employed basis. They will therefore be responsible for managing their own tax, National Insurance, pension arrangements and any other statutory obligations relating to their freelance work.</i>
Reports to	Learning & Connection Producer

About Tenebrae Academy

Tenebrae Academy is an 8-month programme for 25 teenagers who love singing in a choir but currently face challenges and limited opportunities to progress. Led by members of the internationally renowned chamber choir Tenebrae and their director Nigel Short, the Academy develops participants' choral singing skills, confidence and musicianship, preparing them for the next step in their musical journey. The 2026-27 academic year will be the second year of the programme, following a successful pilot year in 2025-26. Tenebrae Academy is a fully-funded choral training programme, generously supported by The Brindle Foundation.

Between September and April, participants take part in six all-day Saturday sessions in central London, culminating in a public concert. Through expert coaching, side-by-side singing with Tenebrae singers, sight-reading work, ensemble singing and tailored guidance, they develop the musical and practical skills needed to progress beyond the Academy. The programme is welcoming, encouraging and accessible, with a particular focus on supporting young people from backgrounds currently underrepresented in choral music, including those from global majority backgrounds and low-income households.



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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. Particular strategic focuses include new commissions and innovative programming, a drive to diversify our organisation and audiences, and building our digital engagement.



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The Tenebrae Academy Programme Coordinator will play a vital role in supporting the smooth planning and delivery of Tenebrae Academy. The successful candidate will work closely with the Learning & Connection Producer and the Concerts & Marketing Assistant to coordinate programme logistics, support participants, liaise with schools and venues, and help ensure that each Academy session is welcoming, well-organised and professionally delivered.

We hope you will be interested in applying for this role. If you have any questions, please contact Eleanor Digger, Operations & Planning Manager (eleanor@tenebrae-choir.com).

Key responsibilities

- Act as the first point of contact for Tenebrae Academy participants, providing clear and timely information about programme session schedules and repertoire, and any other practical details;
- Collect, check and process participants' travel receipts, ensuring that reimbursement requests are accurate, appropriately recorded and submitted for payment in a timely manner;
- Book suitable venues for Tenebrae Academy sessions and related activities, liaising with venue contacts to agree practical arrangements including room set-up, access, safeguarding, and equipment needs;
- Prepare and organise sheet music for Academy sessions, including printing, copying, and distributing scores, and ensuring that all materials are ready in advance of each session;
- Maintain accurate records of session content, repertoire covered and participant attendance, helping to ensure continuity between sessions and supporting effective programme planning and evaluation;
- Assist with the recruitment of participants for the 2027-28 Academy programme, including coordinating in-school workshops, applicant communications, collating application information and supporting the smooth-running of the application process;
- Support programme evaluation by circulating and collating feedback and monitoring forms, and assisting with the preparation of data for internal review, funders and other stakeholders as required;
- Attend Tenebrae Academy sessions in central London, providing on-the-day administrative and pastoral support to participants, freelance artists and Tenebrae staff, and helping to ensure sessions run smoothly.

Personal specification

Essential

- Experience of coordinating participatory arts, education, youth, or community programmes, ideally within a music, performing arts or charity context;
- Excellent organisational skills, with the ability to manage and prioritise a varied workload;
- Excellent attention to detail, with the ability to maintain accurate records, track programme information and prepare materials carefully in advance of sessions;
- Strong written and verbal communication skills, with the ability to share clear, timely and accessible information with young people, freelance artists, venues and colleagues;
- A good understanding of safeguarding, access and inclusion considerations when working with young people, or a willingness to undertake relevant training;
- A clear understanding of confidentiality, with the ability to handle sensitive information responsibly, discreetly and professionally;
- A confident, supportive and professional manner when working with young people, including the ability to provide practical and pastoral support during sessions;
- Able to work calmly and efficiently on the day of sessions, responding to practical issues as they arise and helping to ensure that activities run smoothly;
- Comfortable working independently and as part of a small team, with a proactive approach and the ability to take ownership of routine administrative tasks;
- A high level of proficiency in Microsoft Outlook and Office;
- Available to attend sessions in central London in person on at least five of the following Saturdays, 9am-4.30pm: 19 September, 17 October, 21 November, 23 January 2026; 6 February, 13 March, 17 April 2027.

Desirable

- Experience of working with young singers, youth ensembles, schools, or music education organisations;
- Ability to read music scores;
- Good knowledge of, and active interest in, choral music and the development of young vocal talent;
- Experience of collating evaluation data, monitoring information or feedback for reports to funders, stakeholders or internal teams.

Please note that this role is subject to the successful completion of an enhanced Disclosure and Barring Service (DBS) check.

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 Digger: eleanor@tenebrae-choir.com.

Applications must be received by no later than **9am on Wednesday 29 July 2026**. Interviews will be held online on **Thursday 6 August 2026**. Please indicate in your email if you are unavailable and we will endeavour to find another time. Following interview, shortlisted candidates will be invited to an informal in-person meeting with Tenebrae's Chief Executive and Learning & Connection Producer before we make an appointment.

Tenebrae takes its safeguarding responsibility very seriously, and we expect all members of our small team to abide by our safeguarding policy and follow best practice when working with children, young people and adults at risk. If you are invited to interview, you will be required to complete a confidential self-disclosure form detailing any relevant criminal convictions, child protection investigations or disciplinary sanctions on your record. Any offer of work will be subject to an enhanced Disclosure and Barring Service (DBS) check, which Tenebrae will arrange and pay for on your behalf if you do not already have a valid certificate.

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.