

CBSO

City of
Birmingham
Symphony
Orchestra

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WORK WITH THE CBSO

CHORUS MANAGER

MATERNITY COVER



CHORUS MANAGER- MATERNITY COVER

The CBSO is looking for a Chorus Manager to cover a period of maternity cover on a fixed term basis.

The Chorus Manager leads on all programmes of activity for singers within the CBSO's Artistic Planning department. The Chorus Manager works closely with the Chorus Producer to ensure that all activities are delivered to the highest quality. Working closely with the department Director, the Chorus Manager will set and monitor budgets across the choral programmes and ensure that all programmes deliver against their targets.

HOURS: 35 hours per week

HOLIDAYS: 25 Days plus bank holidays

LOCATION: Birmingham based with some hybrid working

REPORTING TO: Director of Artistic Programming

SALARY: £35,980 per annum

DURATION: Fixed Term: January 2027- September 2027

ABOUT THE CBSO

[The City of Birmingham Symphony Orchestra](#) (CBSO) is an internationally celebrated symphony orchestra, at home in Birmingham. A family of 90 incredible musicians, led by Chief Conductor and Artistic Advisor Kazuki Yamada, proud to make exciting musical experiences that matter.

Resident at Symphony Hall, the orchestra performs over 150 concerts each year in Birmingham, the UK and around the world, with music that ranges classics to contemporary, soundtracks to symphonies, and everything in between. For more than 100 years, it has been involved in every aspect of music-making in the Midlands, and through its wide-reaching community and education projects, and family of choruses and youth ensembles, this continues to grow. Helping to build a life-long love of music for audiences, communities and musicians across Birmingham, the West Midlands and beyond.

OUR COMMITMENT TO EQUALITY AND DIVERSITY:

The CBSO is an equal opportunity organisation: we value diversity in our organisation and welcome applications from everyone. We consistently monitor our recruitment process to ensure that individuals are selected based on their relevant merits and abilities and receive equal treatment.

You will be welcomed at the CBSO and will find an inclusive environment where different views and experiences are valued, and everyone is able to be themselves. We recognise and understand the importance of diversity and inclusion and want our organisation to be representative of the audiences, people, and communities we serve.

KEY RESPONSIBILITIES

Project Management

- Lead on the delivery and development of the CBSO's choral programme, including:
 - CBSO Chorus
 - CBSO Youth Chorus
 - CBSO Children's Chorus
 - CBSO SO Vocal
- Ensure a full programme of activity is planned, budgeted, and delivered as part of the core work of the CBSO in line with the CBSO's vision and mission.
- Oversee the delivery of all rehearsals, concerts, and tours (UK and international) for the CBSO's choruses.
- Oversee the recruitment and retention of talented singers within the CBSO's choruses.

- In collaboration with the department Director, undertake annual scheduling for all choruses and manage all aspects of planning and logistics.
- Oversee Child Performance Licensing within performances and activities connected to this role

Partnership and Relationship Management

- Manage the relationships with freelance and titled Chorus staff, including booking and negotiating fees (where applicable) for conductors, pianists, language coaches etc. for rehearsals, performances, and tours.
- Manage the relationship and be first point of contact for the CBSO Chorus Committee, ensuring members are kept up-to-date with schedules and programmes.
- Oversee the timeline communication with members and relevant parents/guardians for all choruses.

Financial

- In collaboration with the department Director, set and monitor budgets and expenditure for all programmes within the Chorus Manager's remit
- Ensure accurate and timely records of expenditure

Evaluation and Reporting

- Ensure all programmes are appropriately evaluated, collecting relevant data to support programme evaluation and reporting to funders
- Provide data and information to support the writing of bids and reports to funders

Equality Diversity and Inclusion

- Ensure that CBSO's programmes are representative of and relevant to our region. Challenge and question assumptions that may exclude some from engaging in our work, and champion equity, diversity, inclusion across the CBSO's choral programmes.

Environmental Responsibility

- Ensure that CBSO's programmes are as responsible as possible when considering their environmental impact

Line Management

- Manage the Chorus Producer and appropriately distribute roles and responsibilities across these programmes

Safeguarding

- Act as Designated Safeguarding Officer (DSO), in a team alongside the Designated Safeguarding Lead (DSL).
- Work alongside the DSL to ensure the safeguarding, inclusion, and wellbeing of the CBSO's choruses', young people and communities.

Additional Duties

- Act as Duty Manager and be a key holder for the CBSO Centre during Chorus related Activity.

- Support delivery of projects and activities across the programming département and CBSO more widely as and when required
- Undertake additional duties and represent the department as and when necessary

PERSON SPECIFICATION

Essential

- A clear interest in the arts, music education, and community engagement.
- A collaborative worker who can relate to and communicate with people at all ages, backgrounds, and abilities.
- A focused and enthusiastic team player who can work on their own initiative.
- Have an excellent eye for detail and experienced in keeping accurate records across projects and events.
- Future-focussed: Cares about young musicians and securing the next generation for our industry.
- Excellent verbal and written communication skills.
- Ability to work in busy and time-sensitive environments and deliver results within changing circumstances and priorities.
- Proven ability and enthusiasm for working with children and young people, and with an understanding of safeguarding requirements.
- Willingness to work flexible hours including regular evening commitments and regular weekends across the year.
- Commitment to personal development and acquiring new skills and knowledge, including a willingness to undertake training where necessary.
- Experience of working within an arts, education, or community focussed organisation.
- Proven ability to produce events and programmes from concept design to evaluation and legacy: This person will collaborate with others and take the lead when necessary to get things done and ensure the highest quality programmes.
- Experience of setting and managing budgets within the limits set by the organisation.

Desirable

- The ability to read music (western classical notation) with practical experience of the creative arts.
- Knowledge, experience, and appreciation of the arts and/or education ecology in the West Midlands.
- Experience of working with artists of any format, whether musicians, dancers, actors, or visual artists.

HOW TO APPLY

To apply for the Chorus Manager Role please send a CV and a supporting statement of no more than two pages of A4 to Alexandra Parker-Herrick, Chorus Manager on

Aparker@cbso.co.uk

We ask that you complete the equal opportunities information online when you submit your application. The information collected will be treated as confidential and used for to help the CBSO improve its approach to becoming a more diverse and inclusive organisation. It will not be treated as part of your application.

Finally, please ensure that you have included your contact number and email address, as well as any dates when you will not be available or might have difficulty with the indicative interview timetable.

RECRUITMENT TIMETABLE:

Application deadline: **9am, 5th November 2026**

Interviews: **Mid-November 2026**

If you wish to have an informal discussion about this role, please contact Alex Parker-Herrick