



JOB TITLE: Musical Director / Singing Teacher / Liaison Officer

LINE MANAGER: Anna Fiorentini

CONTRACT: One Year Contract. Full Time 40 hours per week.
(potential to renew)

HOURS:

- Monday, Tuesday, Wednesday, Thursday afternoon and evenings and all day Saturdays during term times.
- up to 6 weeks a year all day Monday – Friday to cover holiday schools
- When there are no term time classes or holiday schools, hours can be flexible with agreement of line manager.

SALARY: £24,000 - £27,000 (dependant on experience)
PAYE or self-employed will be considered.

APPLICATION DEADLINE: Wednesday 2nd August 2017

TO APPLY: Email your introductory letter and CV to:
hello@annafiorentini.com

Purpose of the position

The award winning not for profit **Anna Fiorentini Theatre & Film School**, which was established in 2001, has supported hundreds of inner city children over the years and has an excellent reputation within the performing arts industry.

Stage & the City is the adult branch and offers after work performing arts classes for adults that wish to have fun.

We are looking for a musical director / singing teacher to cover a variety of singing teaching posts within both organisations and be the overall musical director for approximately 4 to 5 shows a year. The successful candidate will also be expected to take on some basic administrative duties to assist the founder Anna Fiorentini and help expand Stage & the City.

Head Office

G34a Waterfront Studios
1 Dock Road, London E16 1AH
Mon.-Fri. 10am-6pm 020 7682 1403

Fiorentini Arts School Ltd t/a Anna Fiorentini Theatre & Film School
Registered in England 06627354
Registered address (NOT FOR CORRESPONDENCE): Swatton Barn, Badbury, Swindon, Wiltshire SN4 0EU

Key responsibilities

- To provide singing classes on Saturdays for our young students aged 7 – 18 years.
- To provide singing tuition and take responsibility for some of our adult classes, including singing groups and musical theatre classes.
- To be the overall musical theatre director when we put on showcases.
- To deal with initial enquiries from potential Stage & the City students and deal with recruitment and retention of students, including organising taster days.
- To assist co-ordinating staff, cover teachers and time-tabling for Stage & the City

Changes to the Job Description

The responsibilities of this post may be changed subject to review. This will be done in consultation with the post holder.

PERSON SPECIFICATION

Essential Criteria for Appointment

- A highly experienced musical director with a diverse repertoire
- A highly experienced singing teacher, used to teaching large groups of children and adults.
- Must be available to teach class hours as per timetable (evenings & Saturdays)
- Excellent attention to detail
- Proven organisational skills; the ability to plan and prioritise, and to work to deadlines
- Excellent interpersonal skills and ability to communicate effectively with a wide range of people.
- Excellent telephone skills
- Excellent verbal and written communication skills
- Timely, flexible and enthusiastic
- Happy disposition, high engaging energy that enjoys a challenge
- Ability to work on own initiative and generate ideas
- Not a clock watcher

Desirables

- Able to compose / edit backing tracks
- Some knowledge of dance movement would be useful for working alongside choreographer