



General Manager

Oxford Bach Soloists (OBS) wishes to engage a part-time General Manager to build on the outstanding work of Flynn Le Brocq who has been appointed Chief Executive of the London Mozart Players. To facilitate a comprehensive handover, the ideal candidate would begin as soon as possible.

The Role

The General Manager will work in close collaboration with the Artistic Director, Tom Hammond-Davies, to lead the organisation through an important phase of growth and development. They will report directly to the Board of Trustees. The role will require involvement in all areas of the charity's work including finance and company management, domestic and international touring (sales, logistics and delivery), recordings, strategic development, education and fundraising.

Oxford Bach Soloists

"Outstanding solos from across the instrumental and vocal ensemble"

– Fiona Maddocks, The Observer

The Oxford Bach Soloists (OBS) is a Baroque ensemble whose ambition is to perform, in sequence, the complete canon of J. S. Bach's vocal works over 12 years. Founded by Tom Hammond-Davies (Artistic Director) in 2015, OBS offers a unique musical experience that converges composer, performer, and audience.

Our mission is distinctive and pioneering: while there have been many recordings and performances of the complete vocal works of J. S. Bach, no ensemble has ever mounted a cycle of performances in chronological order, programmed in real-time, and in the context for which they were conceived. OBS has set out to perform Bach's works as he himself would have realised them with performers, instruments, and venues that echo the university and churches of Bach's hometown of Leipzig.

Bach's music is community music. He was famously networked amongst an extended family of musicians in northern Germany. Today, OBS champions our local students, scholars, players, soloists, and amateurs in performances that mirror the diversity of our community.



Role: General Manager (part-time 0.6 FTE)
Salary: £40,000 to £42,000/annum (pro rata)
Commitment: Average 3 days per week mostly during normal office hours (9.30am-5.30pm Monday-Friday); occasional evenings and weekends, and some foreign and domestic travel may be required.

Job Title	General Manager
Primary Role	To lead OBS, in close consultation with the Artistic Director and Board of Trustees, across all areas of its work
Reports to	Board of Trustees
Manages	Concert Manager (freelance)
Relationships	All team members including the Artistic Director, freelancers, musicians, Board of Trustees, and external stakeholders

Key Responsibilities	
Company Management	<ul style="list-style-type: none"> • Development with the Artistic Director and the Board of Trustees of all aspects of OBS's mission/vision, strategy and business plan • Management of freelance Concert Manager, and other permanent or freelance staff as may be required • Preparation of all relevant documents and submissions as may be required by the Board of Trustees (e.g. Charity Commission reporting) • Management of Box Office sales and enquiries • Management of general enquiries
Concert Activity	<ul style="list-style-type: none"> • Agree concert dates with venue Administrator, in consultation with the Artistic Director • Secure booking and tuning of keyboard instruments as required • Maintain ticket stock • Prepare floats and deposit cash takings • Coordinate musicians' parking requirements at venues • Plan and manage annual Musicians' event
Development	<ul style="list-style-type: none"> • Maintain Friends' database and manage donor pipeline • Manage all Friends' communications, including membership renewal • Maintain Gift Aid declarations • Plan and manage annual Friends' events • With the Artistic Director and Board of Trustees, engage and act as primary point of contact for freelance fundraiser



Marketing	<ul style="list-style-type: none"> • Act as primary point of contact for PR & Marketing agency • Ensure that the PR and Marketing Agency deliver work according to the specification • Work with PR & Marketing agency and Artistic Director to develop content ideas and industry relationships • Act as visible spokesperson for OBS where required • Contribute self-authored content for press coverage where required
Tours & Festivals	<ul style="list-style-type: none"> • In collaboration with PR & Marketing agency and the Artistic Director, actively develop relationships with UK and International festivals and venues, to create opportunities for OBS to perform across the UK and overseas
Recordings	<ul style="list-style-type: none"> • With Artistic Director, manage budgets and schedules for recordings as required
Choral Scholarships	<ul style="list-style-type: none"> • Coordinate scholarship application process including advertising, and communications with applicants
Financial Management	<ul style="list-style-type: none"> • Primary responsibility for creation and maintenance of annual budgets • Submit regular cash-flow reports to the Board of Trustees • Timely raising of invoices and loading of bills for authorisation by the Treasurer, in consultation with the Artistic Director • Administration of monthly payroll and submissions to HMRC/NEST Pensions • General bookkeeping and account reconciliation via accounting software

Person Specification	
Essential Qualifications	<ul style="list-style-type: none"> • Experience of working at a management level within the classical music industry • Significant experience of budget management • Excellent relationship management skills, demonstrable experience of sustaining trusting relationships with a wide range of stakeholders • Excellent verbal and written communication skills, across a variety of registers to a range of stakeholders • Project management experience • Knowledge of the international classical music landscape, in particular the UK
Desirable Qualifications	<ul style="list-style-type: none"> • Knowledge of XERO bookkeeping software (or similar), including payroll administration



Personal Attributes	<ul style="list-style-type: none">• Natural collaborator, able to take both direction and initiative, and to work independently• Ambitious, passionate, and confident, with high EQ• Determined and focused, able to thrive in challenging circumstances• Commitment to achieving artistic excellence• Interest in Western classical music, in particular the music of JS Bach and his contemporaries
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To Apply

Interested applicants should submit a CV and covering letter to Miles Young, Chairman via info@oxfordbachsoloists.com. Eligible candidates will be invited to interview with members of the Board. Interviews will be held remotely and on a rolling basis until such time as the role is filled.

Interested candidates are encouraged to schedule an informal conversation about the role before applying. Please contact Flynn Le Brocq, General Manager, via flynn@oxfordbachsoloists.com to arrange.