



London Sinfonietta Council

Recruitment and Information Pack

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ABOUT LONDON SINFONIETTA

The London Sinfonietta is one of the world's leading chamber ensembles, specialising in contemporary classical music and cross arts projects. Formed in 1968, the group quickly developed, and has sustained, a world-wide reputation for its high quality performances of contemporary music, for commissioning new works from the leading composers of the day and for encouraging the finest new talent. It was one of the first ensembles to develop an education programme and has continued to explore new and best practice in other areas of its activity including audience development. Our ethos today is to constantly explore and experiment with the art-form, commissioning and working with the world's leading composers, conductors and artists, as well as collaborating with artists from other disciplines.

We are equally committed to expanding our audience, and working closely with them as creators, performers and curators of the events we stage. Making new music is at the heart of what we do. Each season, we commission and premiere numerous works from emerging and established composers. *Writing the Future* works with young composers, supporting them to make new music alongside our players, whilst through our *Sinfonietta Shorts* series we commission, premiere and release bite-sized pieces of music from the leading voices of today. Our annual London Sinfonietta Academy programme (now in its sixth year) provides a week-long training course and public concert for emerging musicians recruited from across the UK each summer. Having held a world-leading position in education and participation work for many years, the London Sinfonietta continues this with a belief that arts participation is transformational to individuals and communities through both its highly-developed schools programme and creative approach to public participation.

The ensemble has an extensive back catalogue of recordings made over 49 years, which have been released on numerous prestigious labels as well as its own London Sinfonietta Label. Recent recordings include George Benjamin's opera *Into the Little Hill* (Nimbus; 2017), a collaboration with Norwegian saxophonist Marius Neset on *Snowmelt* (ACT; 2016), a limited edition run of LPs in collaboration with Christian Marclay (2015) and a disc of Sir Harrison Birtwistle's music (NMC; 2015) which topped the classical music chart. The London Sinfonietta has also broken new ground by creating Steve Reich's *Clapping Music* app for iPhone, iPad and iPod Touch, a participatory rhythm game that has been downloaded over 182,000 times worldwide since its launch in late 2015.

The London Sinfonietta celebrates its 50th anniversary season in 2017/18 with *Unfinished Business*, a story of past and future, featuring some of the ensemble's important past commissions whilst looking ahead to future directions. New commissions from Charlotte Bray, Tansy Davies and Philip Venables are complemented by UK and World Premieres, collaborations and site-specific events. Our anniversary concert on the 24th January 2018 is a chance to celebrate the musicians, partners and stakeholders of the ensemble reflecting on the extraordinary achievements of founders David Atherton and Nicholas Snowman.

“Thank goodness for the London Sinfonietta, returning to their roots in cutting edge repertoire”
Opera Today – Beat Furrer's *FAMA* (2016)

“Haas's contemporary classic speaks louder than ever in the current political climate.” ★★★★★
The Arts Desk – Georg Friedrich Haas' *in vain* (2017)

MISSION

The London Sinfonietta's mission is to place the best contemporary classical music at the heart of today's culture; engaging and challenging the public through inspiring performances of the highest standard, and taking risks to develop new work and talent.

GOVERNANCE & STRUCTURE

Sinfonietta Productions Ltd (operating under the name London Sinfonietta) is legally constituted as both a company limited by guarantee (Company No. 00926551) and a registered charity (Charity Reg. No. 255095). Board members are therefore Directors of the Company and Trustees of the Charity and the organisation uses the term 'Council' to refer to its board of Directors/Trustees.

The Council is the principal leadership body for the charity ensuring strategic and operational decisions are congruent with the mission and objectives of the organisation and are operated within the laws and regulations that govern. The Council currently includes 10 members with Development and Finance Working Groups jointly formed by members of both Council and Staff and reporting back to the Council itself.

Artistic and Operational strategy and decisions are delegated to the Management Team of 13 led by Chief Executive Andrew Burke. The Management Team are responsible for the day-to-day operation of the ensemble and organisation including its artistic output, financial management and business operations.

The ensemble itself consists of 18 Principal Players, including a number of long-serving members, and will expand or contract in size depending on the repertoire.

The London Sinfonietta is a member of the Arts Council's National Portfolio of organisations, and receives c. £500,000 a year in support with funding recently confirmed up to March 2022.

The ensemble performs its main London season of contemporary classical music concerts at Southbank Centre (where it is one of four Resident Orchestras) and promotes concerts at Kings Place (where it has its administrative headquarters).

MAJOR FUTURE PROJECTS

As the organisation reaches its 50th anniversary season it is undertaking numerous initiatives and projects that will propel it into the next half-century of work. Major organisational elements include:

- A continued world-class creative programme exploring New Music and its place in contemporary culture.
 - Arts Council England, National Portfolio 2018-22 – achieved in July 2017
 - A significant audience development strategy through a new Customer Relationship Management software (Tessitura) partnership with Southbank Centre.
 - Phase II revisions to the website.
 - Expanded Public Engagement Programme.
 - Expanded Digital Programme.
 - Expanded touring strategy.
 - Refined fundraising strategy.
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LONDON SINFONIETTA COUNCIL

Trustee/Board Membership Policy

This policy comprises three points.

- **EXPERT** - The Council of an arts organisation should comprise people who have professional expertise in areas relevant to the work of the organisation and the roles undertaken by its management team, enabling them to support its activities with advice and oversight.
- **FUNDRAISING** - Members of the Council take responsibility for raising funds for the organisation either through their direct donation, utilising their contacts or proactively engaging in the organisations fundraising projects and campaigns.
- **DIVERSE** - The London Sinfonietta seeks to build a Council that has a balanced mix of gender, age, experience and background, representing the society in which it is active.

Role Summary

Policy and strategic planning

- Work alongside the Chief Executive to develop good governance, agree strategic vision and mission and guide the organisation towards achieving its goals
- Define Company policies and agree organisational strategies and their implementation
- Work with the Chief Executive and staff to develop, maintain and revise the on-going business plan
- Monitor all aspects of delivery against the Business Plan on a regular and ongoing basis

Fundraising and advocacy

- Support the organisation's fundraising activities
- Create and nurture connections with a view to developing future philanthropy
- Act as an enthusiastic ambassador for the ensemble
- Attend concerts and functions acting as a key part of the public face of the organization

Legal and Financial

- Ensure that the Company operates within Company and Charity Law
- Ensure the prudent financial management of the Company, exercising financial control, scrutinising financial statements and discussing and approving annual budgets (drafted by the management team)
- Approve financial control systems as well as the appointment of bankers and cheque signatories
- Ensure that the Company's assets are safeguarded and well managed and maintained, and that it is properly and adequately insured

Employment and Personnel

- Appoint the Chief Executive, approving the staffing structure and taking part in recruitment as required
- Help define and approve the Company's employment policies, including equal opportunities, recruitment, pay, grievance and disciplinary, sickness, holidays and benefits
- Ensure the safe and efficient use of premises for both staff and public
- Appraise the Chief Executive, and to be appraised by the Chair of the Council

Company Law

Under Company Law, Directors have certain legal, financial and fiduciary duties and Trustees must also comply with charity law. The requirements of some funding bodies also place responsibilities on members of the governing body. Even though many of these duties are delegated to management staff, and the Council is called upon to make clear decisions about such delegation, the ultimate responsibility for every aspect of the Company's operation lies with the Board of Directors. It is therefore important that all Council Members ensure that they understand the history of the organisation and its current situation, and keep abreast of issues that might affect the organisation. This role specification includes an overview of these legal responsibilities and any additional duties that might be expected of a London Sinfonietta Council Member.

PERSONAL RESPONSIBILITIES

Council Members are expected to:

- **Carry out the duties of a Trustee/Council Member**
 - o Attendance at ideally 4 Council meetings per year
 - o In-depth understanding and scrutiny of Council papers
 - **Work with other Council Members and management staff in helping to fundraise**
 - o Full engagement with the entire fundraising strategy of the organisation
 - o Strong networking and advocacy at events and fundraising opportunities
 - o Where possible introduce personal connections as potential donors
 - o Recognition that donations from Council Members create a strong external message of support
 - **Show significant enthusiasm for the work of the organisation**
 - o Attendance at as many London Sinfonietta Concerts and Events as possible across all its areas of work
 - o Desire to advocate for the organisation to personal connections and contacts
 - o Willingness to connect to the organisation to their own professional contacts where suitable
 - **Be well informed about the work of the London Sinfonietta**
 - o Knowledge of the full range of events and genres within the ensembles work
 - o Understanding of all the major strategic changes and directions that the organisation undertakes
 - **Deal openly with colleague Council Members and management staff**
 - o Ability to scrutinise and question strategic and operational plans and policy
 - o Background to offer diverse thoughts and opinions
 - **Offer personal and business skills and experience to support the work of the management team**
 - **Treat sensitive information confidentially**
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SKILLS & ATTRIBUTES

Current Council Members offer a wide range of professional experience and expertise. The areas which particularly concern the next phase of the London Sinfonietta's growth are:

- **Marketing, Audience Development, Fundraising**
- **Digital and new media development**
- **Education and participation**
- **Diversity**
- **Finance and Charity Law**

This list is by no means exhaustive and does not necessarily pre-determine the profile of successful candidates. Those who can bring other skillsets and backgrounds are also welcome to apply.

ATTENDANCE & COMMITMENT

- Attendance at regular Council meetings (4 meetings per year)
 - Involvement in working group meetings, as agreed in addition
 - Attendance at performances by the ensemble as well as any other key events such as fundraising events
 - Advice and support to senior management staff by phone or e-mail if required
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HOW TO APPLY

To be considered for these Council positions, please submit your Curriculum Vitae and letter of application to Craig West, General Manager by email or post at the addresses below. Your letter should explain why you feel your contribution would be of value to the London Sinfonietta's Council and should be no longer than 1 side of A4 paper.

In addition, we would be grateful if you could download, complete, and return the Equal Opportunities Monitoring Form with your application. Please note that the Equal Opportunities data requested is for monitoring purposes only and will be processed separately from your application.

The deadline for applications is **Friday 1 December 2017**

Please send your application by post to:
Craig West
General Manager – London Sinfonietta
Kings Place
90 York Way
London
N1 9AG

Or by e-mail to: craig.west@londonsinfonietta.org.uk

RECRUITMENT PROCESS

All letters of interest will be acknowledged.

Those shortlisted will be invited to meet the Chairman, Chief Executive and other members of the Council for a conversation and in-depth discussion about the organisation.

If you have any questions or would like to discuss this further, please call the office on 020 7239 9340 and speak to Craig West.

OTHER INFORMATION

A full list of Council Members and a Staff List can be found on our website, www.londonsinfonietta.org.uk.

It is recommended that recent annual reports be downloaded from the Charities Commission Website.
