



Job Description

General Manager

Solomon's Knot is a collective of instrumentalists and singers whose main aim is to bring music written pre-1800 up close to as many people as possible. We were founded in 2008 and are a charity. We currently have 4-6 major projects per year, with an ambition to build on our growing reputation, developing our offering and visibility in order to continue to achieve our aim, above all through performances and recordings, in new geographies and on a greater scale, including online. Our daring performances of memorised masterpieces as large-scale chamber music have drawn accolades from the Lake District to Leipzig. We made our BBC Proms Royal Albert Hall debut in 2019 and are currently artist in residence at Wigmore Hall. We aim to be as environmentally sustainable as possible, travelling by train whenever we can, remaining pragmatic and avoiding waste.

solomonsknotcollective.com

Role overview

Following on from what we hope has been the worst of the pandemic, we are back with renewed energy and a promising UK and European concert schedule.

As our activity expands, we are at an exciting stage of our journey and are looking to appoint a General Manager to take us into the next phase of our development by working closely with our Artistic Director and in consultation with our Board of Trustees, to shape and realise our strategy and vision, consistent with maintaining our sustainability and financial stability.

One of our General Manager's main tasks will be to arrange further performances with new and existing partners, whether agents or promoters. You will manage the day to day operations of our organisation and, with the support and close cooperation of our Administrator, Artistic Director and Artistic Advisor, you will look after all aspects of rehearsal, concert and tour management.

And as a key part of evangelising for the baroque and other 'early' repertoires, you will lead the development of our 'SKonnect' education programme, integrating it into our main body of work.

We are committed to achieving increased diversity in our ranks and in our audiences and aim to ensure equality of access regardless of social, racial, gender or any other background or identity and we will be looking to our General Manager to help us make progress in this direction.

Our General Manager will be responsible for the financial management and administration of the organisation, either solely or with the assistance of an appointed bookkeeper, as the situation dictates and in consultation with the Board of Trustees and the current (voluntary) Admin Director who will lead the handover. In this context, you will keep under review all actual and possible sources of funding and manage and develop grant and other funding applications/relationships, as well as nurturing and expanding our group of loyal Patrons and Friends.

You will also manage our PR and marketing and build on and improve our existing resources and online presence.

Whom we are looking for

You will be an Arts Manager with significant experience in the music industry, with a good understanding of project management (both within the UK and internationally) and fundraising, and a track record of helping organisations to develop. It'll help if you're well connected, but, more importantly, that you are able to build long-lasting, respectful relationships at all levels. You will have good experience of contributing to, or been closely involved in, the creation of organisational strategies and have a proven track record of implementing change. We're not necessarily looking for an expert in one particular field, but someone who 'gets' what we do and who is excited by our potential and ambitious plans and the prospect of fashioning the future growth and development of the collective, both organically and sustainably.

Person Specification

	Essential:	Desirable:
Qualifications		<ul style="list-style-type: none"> • Music graduate or performance experience
Experience	<ul style="list-style-type: none"> • A proven track record of experience in the arts, ideally music industry • Long-term project planning management experience • Team leadership gained in the music sector • Experience of setting and managing sometimes complex budgets • Experience of preparing annual accounts for audit • Experience of contributing to EDI strategies • Experience in formulating and implementing audience development strategies • Experience of creating & implementing successful 	<ul style="list-style-type: none"> • An awareness of Solomon's Knot and its work • Experience of working in the 'early music' sector • Experience of developing EDI strategies • Experience of managing a remote team • Experience of filing company annual reports • Familiarity with the demands of the Charity Commission • Familiarity with

	<ul style="list-style-type: none"> fundraising activities Awareness of, and ability to formulate and implement plans to safeguard against, financial, health and safety, and reputational risks that Solomon's Knot might be exposed to at any time 	Orchestral Tax Relief, VAT returns, FEU Returns, Gift Aid administration
Skills/Knowledge	<ul style="list-style-type: none"> Strategic thinker – 'gets' the bigger picture Excellent knowledge of baroque & classical music & broad interest in the arts Excellent verbal and written communication skills Uses networking skills Excellent IT skills – we use microsoft365 & Google Drive Is sensitive to the social and societal responsibilities of the arts 	<ul style="list-style-type: none"> Has close understanding of the challenges facing the arts sector Has an understanding of data-driven decision making
Ability/aptitude	<ul style="list-style-type: none"> Can lead people at all levels well, especially when difficult conversations are needed Can inspire, influence and persuade others Can challenge constructively Demonstrates an understanding of, and commitment to, EDI and overcoming the challenges currently faced by the arts sector Can remain calm under pressure 	
Additional Requirements	<ul style="list-style-type: none"> Working flexible and unsocial hours as required Comply with DBS checking as SKonnect develops Represents Solomon's Knot at all levels with integrity 	

Terms

The appointment will be part-time, up to a maximum of 3 days a week, on a freelance, self-employed basis, and be subject to an initial trial period of 6 months and thereafter to annual review by the Board of Trustees.

The work will be home-based, with frequent meetings online and/or in person in London.

National and international travel will be required.

There is scope for the scale of the role to be increased, should that correspond to the activity and resources of the collective.

The salary offered is £ 50,000 p.a. pro rata (i.e. max. £ 30,000).

Reports to: Board of Trustees

Line Manages: Administrator (P/T)
Freelance contributors, including musicians
Further staff, if/when appointed

Works closely with: Artistic Director
Board of Trustees, reporting & consulting regularly and in any event quarterly

In order to apply for this position, please send us a covering letter of no more than two pages together with your CV and the details of two referees to psells@solomoncando.org.uk

Commencement: beginning of May 2022 or as soon as possible thereafter

Closing date for applications: Friday 11th March 2022

Interviews to take place: w/c 28th March 2022, by arrangement