



c/o The Bursar  
Royal Grammar School  
Amersham Road  
HIGH WYCOMBE  
Buckinghamshire  
HP13 6QT

## PASSIONATE, ORGANISED AND INNOVATIVE DIRECTOR REQUIRED

- **Position:** Director of Operations
- **Start Date:** September 2020
- **Salary:** £40,000 - £42,500 pro-rata
- **Location:** High Wycombe, Bucks
- **Contract type:** part time- 2 days per week
- **Contract term:** initially 1 year
- **Report:** to the Trustees



### Take your place leading a unique music making organisation!

Chiltern Music Academy (CMA) is a registered charity delivering out-of-hours musical activities to 500 talented young musicians aged 4-18. We seek a Director of Operations to manage the day-to-day running of CMA.

### A bit about us

CMA is unique. Think of us as a community-run music centre: six choirs, six orchestras, seven bands, a thriving junior department and fantastic chamber music. We are not supported by local authority or Arts Council funding, neither are we constrained by external forces: this could be the future of music education in the UK.

In just five years, we have caused quite a stir, winning awards such as:

- Best Musical Initiative (Music Teachers Awards for Excellence, 2016)
- Music for Youth Massed Ensemble partner in 2015 ('The Mighty Sky')
- Platinum awards every year for our Concert Band (National Concert Band Festival)
- Multiple Music for Youth Festival winners (Symphony Orchestra, Clarinets, Saxophones)

CMA is run by a small team of dedicated teachers and parent volunteers. The team work remotely, coming together fortnightly for team meetings. The administrator and, where desired, the Director of Operations, share an office at the Royal Grammar School.

The appointment of a Director of Operations marks a reorganisation of the team, dividing day-to-day and management from musical and artistic direction.

## A bit about you

You are a proven leader with experience of managing a team. You enjoy coordinating complex projects with multiple variables and understand budget management. You are passionate about music education.

## Interested?

We are sure that you would like to see CMA in action. Please contact Trustee Alex King [alex.king@chilternmusicacademy.org](mailto:alex.king@chilternmusicacademy.org) to arrange an appointment.

## Application Process

Application packs can be downloaded using the links below:

- [Letter from the Chair of Trustees](#)
- [Job Description](#)
- [Person Specification](#)

Please fill in our online form at <https://www.chilternmusicacademy.org/recruitment/>

Closing date for applications: Thursday 12<sup>th</sup> March 2020

Interviews: Friday 20<sup>th</sup> March 2020

Appointment is conditional upon at least two satisfactory references. We follow safer recruitment practises and all appointments are subject to appropriate DBS checks.

