



Regional Choir
Coordinator **Inverness**

JOB PACK



WELCOME



We are searching for an experienced and capable Regional Choir Coordinator for our Regional Choir in Inverness for 8 hours per week.

About NYCOS

Founded in 1996 by Christopher Bell and Lucinda Geoghegan, NYCOS provides exceptional choral singing opportunities and training that enable Scotland's young singers and their leaders to progress and flourish. NYCOS consists of 7 national choirs, including the internationally-renowned National Youth Choir of Scotland, a network of Regional Choirs across the country and a considerable Creative Learning programme.

As well as being fun, singing together in a choir has many benefits for children's development and well-being. These include gaining music education, making friends and boosting confidence through performing, and helping to develop literacy, concentration and memory. Led by experienced music teachers and choir leaders, the Regional Choirs meet once a week during term time, where children learn and sing together with others their age and are open to children and young people aged 7-18 years.

We believe that inclusion and progression go hand-in-hand and we work to ensure that the greatest number of children and young people sing with NYCOS. Excellence is at the centre of all our work and we continue to increase opportunity and participation for all children and young people, whatever their circumstances.

ABOUT THE ROLE

The Inverness Regional Choir Coordinator will organise all necessary local organisational support for the Inverness Regional Choir, working with the Regional Choir Director and Regional Choirs Producer.

The Coordinator should have enthusiasm for, and commitment to, the aims of NYCOS, promoting and enhancing choral singing in Scotland.

- Liaise with the Regional Choir Director and the NYCOS Regional Choirs Producer.
- Prepare and distribute regular communications to members and their parents, in consultation with the Regional Choir Director and the NYCOS Regional Choirs Producer.
- Oversee arrangements for registering children at rehearsals and concerts.
- Ensure digital registers are completed each week and contacting parents / carers regarding absences as necessary.
- Organise parent helpers to support with registration and chaperoning as necessary.
- Ensure members are properly supervised at rehearsals and concerts.
- Coordinate fire training and drills as per the Regional Choir guidelines.
- Follow the NYCOS Safeguarding and Child Protection policy and protocols.
- Coordinate risk assessments and any Health & Safety protocols, including completing incident and accident forms, working with the NYCOS Regional Choirs Producer.
- Work with the Regional Choir Director to identify appropriate concert and performance venues.
- Coordinate the front of house at concerts and performances.
- Support the local publicity of the Regional Choir recruitment and concerts, working with the NYCOS Regional Choirs Producer and Marketing Officer.
- Coordinate Regional Choir social media.
- Manage any monies as appropriate.
- Attend NYCOS training and meetings as appropriate and required.
- Setting up and clearing classrooms for musicianship at the beginning and end of the evening.
- Liaising with rehearsal and concert venues to arrange bookings.
- Support the fundraising aims of the organisation by planning and delivering a variety of fundraising activities at concert performances.

Please note this post may require manual handling; training will be provided where required.

REGIONAL CHOIR MEMBER:

"I love the variety of repertoire that we get to perform. Through the years my confidence has grown a lot and being on the stage with your friends is the best thing in the world."

JOB DESCRIPTION

Job Title:

Regional Choir Coordinator (Inverness)

Reporting to:

Regional Choirs Producer

Supervises:

No line management responsibility

Location:

Inverness

Hours:

8 hours per week, including 3-4 hours at Regional Choir rehearsal once per week (Tuesdays) for 27 weeks per annum, plus concerts.

Starting date:

ASAP

Salary:

£14.28 per hour



TERMS & CONDITIONS

Terms and Conditions

The post-holder must have the right to work in the UK and will be required to provide the necessary paperwork to verify this.

NYCOS is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

How To Apply

Please send your CV and a covering letter to jobs@nycos.co.uk by **5pm** on **Friday 18 April 2025**.

Good luck with your application and thank you for your interest in NYCOS.



nycos.co.uk

f i t @nycocotland



All photographs by Sally Jubb Photography

National Youth Choir of Scotland (known as NYCOS) is a registered Scottish charity, SC024899.