



JOB DESCRIPTION	
Job Title	Deputy Director of Guildhall Young Artists
Department	Guildhall School of Music & Drama – GYA
Grade	H
Location	Guildhall School of Music & Drama
Responsible to	Director of GYA and Safeguarding
Responsible for	Heads of Centres, Chair Local Management Boards, LEA partnerships and teaching staff and freelance workers engaged in the delivery of the programmes

Guildhall Young Artists

Guildhall Young Artists is unique within the conservatoire section and is a national Network of 6 Centres – Junior Guildhall, Centre for Young Musicians, GYA Taunton, GYA Norwich, GYA Kings Cross and GYA Online. Officially launched in 2023 the network has received high public acclaim offering specialist arts education to over 1,600 throughout the UK and abroad, a unique offer in the sector. In addition, GYA manages 3 full scale Symphony Orchestras 1 at Junior Guildhall and 2 holiday courses Norwich Country Youth Orchestra the London Schools Symphony Orchestra and the Norwich Country Youth Orchestra which undertake high profile tours in the UK and Abroad. The LSSO is currently involved in an international partnership with Carnegie Hall as well as a pioneering programme with a conductor in Residence Scheme in Association with Black Lives in Music.

As an internationally leading and recognised creative community for sustained interdisciplinary learning in music, drama, and production arts, within the UK and beyond, GYA is now poised for significant expansion particularly through the Online centre and developing international partnerships. On the next 5 years we are looking at significant expansion through international hybrid centres and opening more GYA centres across the UK.

GYA provides essential progression opportunities for students across the UK to develop their skills to their full potential with clear pathways to higher education and employment. It is an essential recruitment pipeline for senior Guildhall with 15 students from last years GYA leavers progressing to the undergraduate programmes last year.

In addition, GYA provides opportunities for undergraduate and post graduate students to undertake residences in our centres which provide essential learning experiences. A Graduate Assistant programme which trains an annual cohort of students giving hands on experience on GYA Kings Cross.

We want to now build on the success of this work, offering a more ambitious business plan to take GYA to 2030 with a range of highest quality industry collaborations and even more opportunities for our students:

- Deliver a unique integrated programme which enables students to progress and develop their skills to the fullest including highest calibre industry links

- Act as a high profile example of the entrepreneurial, innovative and sustainable institution Guildhall aspires to be, through growing an income stream for this work and demonstrating good return on investment.
- Grow our students and audience through major events in order to recruit a more diverse range of students, and build the GYA brand beyond current demographics
- Build exciting partnerships driving new collaborations with industry leaders as well as sustaining and developing ongoing partnerships e.g. Cameron Mackintosh.
- Tap into funding schemes and philanthropic support to develop the next phase of GYA creative work
- Work on quality enhancement across the network to maximise progression to Guildhall School

Purpose of Post

GYA operates as a quasi-business within an institution with a turnover of £4.5 million which is set to expand significantly over the next 5 years. The Deputy Director works closely with the Director of GYA to provide leadership across the department's activities within the Guildhall School and its interactions with external stakeholders, including staff and student recruitment, programme delivery, quality assurance, student experience, research, and industry engagement. They will have significant responsibility for strategic planning, the successful delivery of GYA programmes in the network; all business planning elements including the management of resources, and staffing, (including line management), staff development and engagement with industry professionals. To take a leading role in new initiatives both internationally and nationally to ensure that we are pioneering in everything we offer and that we can move forward on key areas for development teacher training, developing Production Arts provision, GYA Online etc. The role will need to be agile and commercially focused as we move GYA into a new phase of development, starting new initiatives from scratch and being market leaders

Key Relationships

- Director of GYA – Line Manager
- Heads of GYA Centres – Direct Reports
- Vice Principal & Director of Drama
- Vice Principal and Director of Music
- Vice Principal and Director of Research & Innovation
- Vice Principal & Director of Production Arts
- Chief Operating Officer
- Head of Finance
- Head of Access & Participation
- Head of Research
- Head of Innovation
- Head of Advancement

Main Duties & Responsibilities

Leadership

1. To lead the strategic direction of GYA activities in support of the Director of GYA as we embark on a new phase of development in support of the Director of GYA. Deputising for the Director as appropriate, and leading on specific initiatives and areas by agreement with the Director.
2. To lead on developing and delivering an ambitious business plan strategy for GYA ensuring consistency with Guildhall School's strategic aims and objectives and policies, maintaining the artistic and academic objectives of the Department's programmes including management of finance and risk management for the centres

3. To directly line manage the Heads of the physical GYA Centres (Norwich, Kings Cross, Taunton, Junior Guildhall and Centre for Young Musicians) and Chair the management boards for each which includes external stakeholders, partners and Local Authorities.
4. To manage and develop relationships with HUBs including the School's relationship with Islington and existing HUBS in GYA location and new opportunities as well as and national and international organisations.
5. To take particular responsibility for activities in the areas of increasing student recruitment from a wider range of backgrounds, developing curriculum content and delivery e.g. production arts and student experience including progression opportunities and career development.
6. To facilitate and, lead in specific cross network development areas and initiatives, with internal and external stakeholders, manage and sustaining partnerships, networks and advocacy for GYA and representing GYA with relevant external industry bodies nationally and internationally as appropriate.

Managing Staff

7. To line manage Head of Centres, and other colleagues responsible for the delivery of programmes/pathways as agreed with the Director of GYA
8. To recruit, induct, manage and appraise staff where appropriate (as agreed with the Director of GYA), setting, promoting and maintaining appropriate educational and professional standards in all aspects of programme and project organisation, administration and delivery.

Department/Programme/Project Management

9. To be responsible for managing the quality of the learning experience across all disciplines music, drama and production arts in order to meet quality assurance standards and meet learning outcomes and objectives. Where appropriate, this includes overseeing student and parent feedback and evaluation exercises and reviewing the outcomes with colleagues.
10. To be responsible for managing high value and complex budgets as designated. For setting and overseeing the allocation of finances across centres in collaboration with Director GYA and monitoring of spend against the budget, transfers and priorities across the network and conducting all financial matters associated with the role in accordance with the School's policies and procedures.
11. To work with colleagues across GYA to ensure the highest possible standards of student experience in relation to admissions, induction, teaching, learning and assessment progression feedback and support.
12. To oversee marketing and development work across the network including programme promotion across the UK and internationally. Develop funding opportunities and foster links with high network individuals. Manage and prioritise strategic marketing plans with opportunities that arise and manage resource expectations with all centres.

13. To represent the department at relevant boards and committees, by agreement with the Director of GYA and Chair the weekly GYA Heads Leadership Team meeting and key network wide projects e.g. RELEASE.
14. To lead on the development of EDI plan for GYA and representing the department on all School wide DEI committees both internal and external.
15. To work with colleagues to consolidate the existing network as appropriate to explore collaborative and developmental opportunities for new centres and with other programmes, departments and external stakeholders.

Other

16. To undertake research, evaluation (and/or professional practice) to maintain a profile in the public domain as an expert in the discipline e.g. evaluation
17. To maintain high awareness and understanding of sector-wide developments in Pre conservatoire, Higher Education and industry contexts through engaging with relevant conferences, workshops and discussion fora, reporting on these to relevant committees and ensuring that they feed into programme enhancements.
18. To retain membership of relevant professional bodies and show commitment to continuous professional development, undertaking training when necessary.
19. To seek actively to implement the City of London's Occupational Health and Safety Policy and the City of London's Equal Opportunity Policy in order to A) give due regard at all times to the health and safety of both themselves and others when carrying out their duties and B) promote equality of opportunity in relation to the duties of the post.
20. To support the vision of the Director of GYA and the wider School, including in the aim of promoting the Guildhall School both nationally and internationally.
21. To undertake any other duties that may reasonably be requested appropriate to the position.



PERSON SPECIFICATION	
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Grade & Level	H
Trent Position Number	JEC1397

Please find below the qualifications, experience and technical skills required to undertake this post. Each criterion will be assessed at application (A), interview (I) or test (T) as indicated below.

Professional Qualifications / Knowledge/ Relevant Education & Training

- Degree level or equivalent qualification in a related subject. (A, I)
- Significant industry experience in professional business/education and performance settings. (A, I)
- Significant ability to lead on all aspects of cross network business planning, marketing and development, industry partnerships and quality assurance associated with all GYA activity. (A, I)
- Substantial knowledge of standard processes and expectations of the under 18 education sector, including recruitment, safeguarding, the facilitation of student-centred learning, assessment, and quality assurance. (A, I)

Experience Required

- Proven ability to establish and maintain effective relationships at all levels and in particular to inspire and motivate staff and students. (A, I)
- Proven ability to lead a team. (A, I)
- Proven ability to determine and articulate strategic direction and oversee the implementation of strategic aims. (A, I)
- Significant experience of managing complex budgets. (A, I)
- Experience of working independently under pressure. (A, I)
- Ability to anticipate, negotiate and solve problems to ensure a successful outcome. (A, I)
- Excellent time management skills and able to prioritise and manage own workload. (A, I)
- Proven track record of working in the performing arts/production field within a specialist education setting. (A, I)
- Experience of implementing and improving systems a pre - HE setting. (A, I)
- Experience of managing student and staff recruitment. (A, I)
- Substantial experience of managing the work of colleagues. (A, I)
- In depth experience of supporting the development of colleagues through research enablement, continuing professional development, and peer mentoring. (A, I)

Technical Skills and Knowledge

- Excellent interpersonal skills including developing effective and mutually beneficially relationships with students, parents, partners and colleagues. (A, I)
- Excellent written communication skills in order to develop and maintain departmental aims in accordance with artistic and educational objectives. (A, I)
- Excellent oral communication skills with the ability to influence, inform and lead students, staff and other colleagues, and forge successful relationships with partner organisations. (A, I)
- Significant ability to operate as part of a team through consultation, cooperation and evidencing mutual professional respect. (A, I)
- Ability to use a range of IT systems and resources confidently and to good effect in relation to communication and in support of pedagogy and business development. (A, I)
- Proven commercial acumen to lead on income generation and give assurances to funders. (A,I)

Other Relevant/Desirable Information

- Teaching or management qualification in music/drama/performing arts/education. (A, I)
- A Masters Degree would be desirable in an education, arts or business discipline. (A, I)

The role involves some travel across the country to visit GYA Centres and network with partners and occasionally internationally

Normal working hours: The post holder will be expected to work Tuesday - Saturday during term time and Monday to Fridays outside of term time.



Summary of Terms and Conditions of Employment

This summary is given as a guide and is not intended to form part of an individual's contract of employment.

Salary

The salary range for this job is £72,390 – 82,160 per annum including Inner London Weighting per annum inclusive of all allowances. This figure will be reviewed annually from 1 July in line with the pay award for other salaried staff within the City of London Corporation.

Contract

This position is offered on a permanent basis.

Hours of Work

Normal hours of work are 35 hours per week excluding lunch breaks, Tuesday to Saturday during Term time and Monday to Friday outside of term time but may be subject to variations agreed with your manager. You may be required to alter your working pattern in accordance with the needs of the service. The post holder shall be expected to work the hours necessary to carry out the duties of the position.

Frequency and Method of Payment

This is a monthly paid appointment, and salaries are credited to a Bank or Building Society Account on the 11th of each month.

Annual Leave

There is an entitlement of 28 days (pro rata) annual holiday plus Bank Holidays. There are subsequent increases to entitlement to annual holiday according to length of service.

Sickness Absence and Pay

The City of London Corporation has a comprehensive Occupational Sick Pay scheme, details of which can be found in the Employee Handbook which will be made available to you upon commencement.

Pension

You will automatically be admitted to the City of London Corporation's Pension Scheme. Employees contribute between 5.5% and 12.5% of their pensionable pay to the scheme, depending on salary. If you do not wish to join the Scheme you must make a formal declaration stating, you wish to opt out. You may contact the Pensions Office directly should you have any queries relating to the Local Government Pension scheme and your entitlements under this scheme.

Continuous Service

If you join the City of London Corporation without a break in service (subject to certain exceptions) from another body covered by the Redundancy Payments (Local Government) (Modification) Order

1999, your service with that institution will count for the purpose of continuous service. The amount of continuous service which you have will affect your entitlement to certain contractual benefits, for example, annual leave, sick leave, and maternity leave. A full explanation of Continuous Service is contained within the Employee Handbook.

Probationary Period

You will be employed initially on a six-month probationary period. Should either party wish to terminate the employment during this period, then one week's notice will be required on either side, except for summary termination for gross misconduct.

Notice Period

One full Academic Terms' notice in writing by either party after satisfactory completion of probationary period.

Learning and Employee Development

The City of London provides for financial support and time off for staff to study for appropriate qualifications which relate to their duties or undertaking professional skills update training. There is also an in-house programme covering more general training needs.

Employee Volunteering Programme

The City Corporation, in line with its aims, to contribute to a flourishing society, shape outstanding environments and support a thriving economy, offers employees paid special leave time during normal hours to encourage employees to volunteer their time and skills to Volunteer Involving Organisations (VIOs) operating within the Square Mile, London and beyond.

Full-time employees may take up to 2 days or 14 hours per year in which to volunteer, between 1 January and 31 December. For temporary and part-time employees these hours are adjusted pro rata. Volunteering time can be taken in smaller bite size e.g. 2 hours a week over 7 weeks, where this can be accommodated by the City Corporation and meets the requirements of the volunteer organisation.