



## **VOICE FESTIVAL UK: UNIVERSITY PROGRAMME OFFICER**

### **About the Festival**

Founded in 2008, The Voice Festival UK is a registered charity which exists to encourage the development of a cappella singing in the UK. This is achieved in a range of ways - through raising awareness of the art form and recruiting new singers and audiences, by supporting a cappella singers and providing opportunities for them to learn and develop their skills, and by building a cappella communities throughout the UK. We place excellence and accessibility at the heart of all we do.

### **About the University Programme**

From 2008-15 the Voice Festival UK University Programme has provided a wide range of opportunities for University singers and a cappella supporters, such as:

- Regional workshops and master-classes
- An annual nationwide competition
- Performing opportunities such as showcase concerts at the Edinburgh Fringe, Kings Place and the Southbank Centre, as well as slots supporting top professional groups, such as The Magnets, The Swingle Singers and The Real Group
- Advice, contacts, financial support, networks and resources for those looking to start or develop a group
- Recording sessions and opportunities to be featured on a compilation album
- Event management training and support for group managers and aspiring workshop leaders
- Nurturing the development of local networks, such as a cappella societies and mentoring programmes

### **About the Role**

The Voice Festival is currently recruiting to fill some gaps in our team of passionate, driven and committed volunteers to help deliver an exceptional programme over the next year. The University Programme Officer will work with the University Programme Manager, and play a key role in the team, shaping the charity's future at an exciting time in its development.

Working alongside the University Programme Manager and in liaison with the Voice Festival's board of Directors, they will help devise a strategy for the University Programme 2015-16, and support the delivery of this programme, including:

- Assisting with the management of relationships with University participants, VF-UK artists and practitioners and external stakeholders, as well as working closely with the other members of the VF-UK team
- Working with wider team to deliver events that include University groups (including University Competition at the Festival Weekend)
- Working with the Communications Manager to meet the needs of our University participants including our online presence
- Working with the Community Programme Manager to ensure a smooth transition between University Group participant and engaged Voice Festival alumni
- Working with the University Programme Manager to deliver a successful Festival Weekend - the biggest event of our calendar which includes the University, Youth and Community Competition Finals

There will also be the opportunity for you to get involved with the major projects that the team will run this year, which will include:

- Partnerships - developing relationships with other organisations to deliver a cappella opportunities across the UK
- Communications & Digital - developing our online presence and offer
- Building Institutional Knowledge & Systems - working to make the organisation as resilient and efficient as possible
- Developing a sustainable financial model - insuring a stable financial future for the charity

- Developing a Future Youth Engagement Strategy - understanding how a cappella can be open and accessible to young people and how this model is sustainable

**About You:**

The ideal person would have:

- Commitment to providing high quality and accessible opportunities for University a cappella singers
- Some experience of arts and/or education project management, including budgeting and scheduling
- Excellent organisational and communication skills
- A positive and practical attitude, including taking initiative, creative thinking and problem-solving
- Good teamwork skills with a collaborative and collegiate approach

The role is part-time, and the extent of the Programme Officer's time commitment will depend on the individual's availability. All Voice Festival staff are unpaid volunteers, though reasonable expenses will be reimbursed as agreed.

**For further information, please contact us at [voice@voicefestival.co.uk](mailto:voice@voicefestival.co.uk)**