



National Choirs Producer

Job Pack

WELCOME



NYCOS occupies a unique place in Scotland's cultural landscape as a charity providing a national infrastructure for young people and music leaders to develop their singing. Founded in 1996, and directed by founding Artistic Director Christopher Bell, we are committed to supporting children and young people to realise their vocal and musical potential and provide opportunities for young people, teachers and choir directors to support and develop choral singing across Scotland.

We consist of several National Choirs, including the internationally-renowned National Youth Choir of Scotland, a network of fourteen Regional Choirs across the country and a considerable Creative Learning programme that engages in a wide range of activity and training for children, young people and adults.

As a Creative Scotland multi-year funded organisation with a new Chief Executive Kenneth Boyd, this is a great opportunity to join the senior team in a national company.

Role Purpose

The National Choirs Producer manages all aspects of NYCOS National Choirs, working closely with Artistic Director Christopher Bell. This includes recruitment, auditions, rehearsals, performances, tours, and recordings, as well as venue and artist bookings, staff coordination, and budget oversight. The post contributes to delivering NYCOS's programme and supports a collaborative and creative working environment. With our successful Multi-Year Funding award from Creative Scotland and our upcoming 30th Anniversary, promoting and supporting singing in Scotland remains our top priority.

The role suits someone organised, energetic, and passionate about the development of children and young people. Strong leadership, communication, and teamworking skills are essential, along with the ability to plan strategically and adapt to change.

APPOINTMENT DETAILS

Job Title:

National Choirs Producer

Reporting to:

Chief Executive Officer

Supervises:

National Choirs music and house staff as agreed

Location:

NYCOS main office at Savoy House, Sauchiehall Street, Glasgow with potential for home working.

Must be able to travel regularly to the office at Savoy House, Glasgow and to locations around Scotland.

Hours:

Full-time (35 hours per week)

Working hours are flexible, between 8.30am to 6.30pm, Monday to Friday, with one hour per day for lunch.

This role will involve some evening and weekend work, worked within the contracted time (NYCOS operates a Time Off in Lieu Policy).

Salary:

£25,000 -£35,000 per annum

Pension:

Employer Contribution is currently 5%

Tenure:

Permanent

Holiday entitlement:

34 days per annum including public holidays

Notice:

Three months

RESPONSIBILITIES



Programme Delivery

- Lead the delivery of National Choirs activity with the Artistic Director, ensuring excellence, innovation, and inclusivity.
- Coordinate courses, performances, tours, and recordings, including venue and artist bookings.
- Manage relevant staff, recruitment, and training.
- Oversee budgeting, contracts, and financial monitoring, in collaboration with the Chief Executive Officer and Finance Team.
- Work with two other Producers to deliver all NYCOS activity, including new projects.
- Contribute to NYCOS's strategic planning and support the Chief Executive Officer as needed.

People & Partnerships

- Liaise with choir members and families throughout the year.
- Develop partnerships with external organisations alongside the Artistic Director.
- Collaborate with the marketing team to raise awareness of National Choirs and NYCOS.

Sector Engagement & Advocacy

- Play an active role in the wider choral and creative learning sector, advocating for singing.
- Support strategic and business development through a dynamic, forward-thinking approach.

Safeguarding & Resources

- Ensure safeguarding procedures are upheld, working with the Safeguarding Officer
- Manage resources and the music library, in collaboration with the Regional Choirs Producer.

PERSON SPECIFICATION

Skills & Experience

- Minimum five years' experience in a cultural or educational role delivering high quality programmes.
- Proven collaboration with senior artistic leadership to achieve artistic and experiential excellence.
- Strong record of managing complex partnerships.
- Experience shaping and developing creative strategies.
- Demonstrated leadership and team management skills.
- Skilled communicator, able to adapt style to suit different audiences.
- Strong business judgement, problem-solving, and decision-making abilities.
- Confident in negotiating contracts and generating income from activity.
- Experience in budgeting, forecasting, and tracking results.

Knowledge

- Understanding of the Scottish cultural and education sectors, or willingness to engage and learn.
- Awareness of the Scottish and UK creative learning landscape and its broader context.
- Essential knowledge of choral music; understanding of music education practice is desirable.
- Awareness of barriers to inclusion and strategies to address them.
- Familiarity with current debates in cultural learning across Scotland and the UK.
- Proficient in IT tools including Microsoft Office, CRM systems, Sage, and social media—or willing to train.

Competencies

- Strategic thinker with the ability to communicate and deliver long- and short-term plans.
- Demonstrates commitment, resilience, and sustained effort.
- Skilled in influencing, negotiation, and persuasion.
- Creative and innovative in developing and delivering ideas.
- Effective team manager, supporting professional development.
- Makes sound, timely decisions and takes responsibility for outcomes.
- Financially literate; plans and manages realistic, value-for-money budgets.
- Builds and maintains strong partnerships and collaborative relationships.
- Plans ahead and takes appropriate action for self and others.
- Adaptable and flexible across a range of situations and people.
- Excellent interpersonal and facilitation skills with a strong team ethic.

HOW TO APPLY

Applications information

NYCOS is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender identity, sexual orientation, pregnancy and maternity, race, religion or belief and marriage or civil partnership. Our board and staff believe by improving the diversity within our organisation and our leadership, we will improve the quality of our work.

You will be required to complete and submit the following:

- Curriculum Vitae (CV), 2 pages maximum, 11pt minimum font size
- Covering letter, letting us know why you would like to work with us in this role and the skills and experience you would bring to the position, 2 pages maximum, 11pt minimum font size
- Equal Opportunities monitoring form

In order to ensure the shortlisting process is anonymous and fair, please do not include your name or photograph on your CV or covering letter. Instead, please include personal details in the Equal Opportunities monitoring form.

Please send your completed documents to jobs@nycos.co.uk by **noon on Wednesday 7 May**. We will not be able to consider applications received after this deadline.

Interviews dates are to be confirmed. We will provide a BSL interpreter or live captioning if required. Please get in touch if you require any adjustments or assistance to participate, should you be invited to interview.

If you would like to discuss this role further or discuss access requirements before you make an application, please contact Kenneth Boyd, Chief Executive Officer via kenneth.boyd@nycos.co.uk

TERMS & 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. Ideally, the post-holder will also have a valid driver's licence.

By applying for this vacancy, you consent to the safe storage and handling of any personal data you've provided to us. We will never share your data with a third-party without your consent. You can request the removal of your data at any time, by emailing info@nycos.co.uk.

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

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f @nycoscotland



All photographys by Sally Jubb.

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