



**Regional Choir Coordinator**  
*East Lothian*  
Job Pack



# WELCOME



We're looking for enthusiastic and skilled Choir Coordinator to help us launch a brand new choir from the ground up in East Lothian! This is a rare chance to help our new Choir Director to shape something special from the very beginning — a new team, a fresh vision, and a vibrant community.

With over 20 years of singing activity in the area through our well-established children's singing groups, there's already a strong foundation and a group of enthusiastic young singers ready to take the next step. You'll be building on this legacy, supported by a passionate local team and strong backing from the local authority. Initially our choir will focus on Primary 4 to Primary 7 aged children and young people allowing for steady growth to a senior choir over time.

If you're excited by the idea of making a real impact, nurturing young voices, and being part of something new and full of potential, we'd love to hear from you.

## About NYCOS

NYCOS (The National Youth Choir of Scotland) helps young people discover their love for singing. Founded in 1996, NYCOS supports children and young people to reach their vocal potential and promotes choral singing across Scotland. In the past decade NYCOS National Choirs have toured the UK, US and Europe. They've sung for heads of state, international festivals, streaming giants, appeared on world famous stages and scored five star reviews. And many of them started out at one of our Regional Choirs.

NYCOS runs thirteen Regional Choirs for ages 7–18, where experienced music leaders help young singers learn, grow, and sing together. Regional Choir members attend weekly rehearsals during term time for 26 weeks during the academic year.

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.

NYCOS believes that inclusion and progression go hand-in-hand and works to ensure that the greatest number of children and young people sing with NYCOS. Excellence is at the centre of all NYCOS work and the organisation continues to increase opportunity and participation for all children and young people, whatever their circumstances.

# ABOUT THE ROLE

## About the Role

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

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

## Key Responsibilities

- 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

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 (East Lothian)

**Reporting to:**

Regional Choirs Producer

**Supervises:**

No line management responsibility

**Location:**

East Lothian

**Hours:**

Thursday evenings, up to 8 hours for 26 weeks during school term time. Winter and Summer concerts and other performances as required.

**Starting date:**

September 2025

**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](mailto:jobs@nycos.co.uk)** by **Friday 15 August**. Good luck with your application and thank you for your interest in NYCOS.





**nycos.co.uk**

f @nycocotland



All photographs by Sally Jubb Photography

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