



ACADEMY OF ANCIENT MUSIC

Head of Concerts & Projects

Starting salary	Competitive, commensurate with experience
Reporting to	Chief Executive
Location	Cambridge, but with frequent trips to London for rehearsals, concerts, recording sessions and meetings, as well as other travel as required. Flexible remote working considered for the right candidate.
Hours of work	9.00am–5.30pm Monday–Friday noting that the role also requires attendance at rehearsals, concerts, sessions and meetings in the evening and at weekends. There is no paid overtime but time off in lieu is given for days worked at weekends.
Holiday	28 days per year, taken in co-ordination with other members of staff and including public holidays, plus three days between Christmas and New Year.
Notice period	Three months after an initial six-month probationary period during which the notice period is one month on either side.

Introducing the Academy of Ancient Music

'The Academy of Ancient Music confirmed their status as perhaps the finest period-instrument ensemble performing today...' *Opera Today*

'Blazing a trail followed by baroque ensembles everywhere.' *The Independent*

'Transmitting the kick of an energy drink...' *Financial Times*

The Academy of Ancient Music is an orchestra with a worldwide reputation for excellence in baroque and classical music. Using historically informed techniques, period-specific instruments and original sources, we bring music vividly to life in committed, vibrant performances.

Established in 1973 to make the first British recordings of orchestral works using original instruments, AAM has released more than 300 albums to date, collecting countless accolades including Classic BRIT, Gramophone and Edison awards. We now record on our own-label AAM Records and are proud to be the most listened-to period-instrument orchestra online, with over one million monthly listeners on streaming platforms.

Beyond the concert hall, AAM is committed to nurturing the audiences and artists of the future through our innovative education initiative, AAMplify. Working in collaboration with music colleges and universities across the UK, we engage the next generation of period-instrumentalists with side-by-side sessions, masterclasses and other opportunities designed to bridge the gap from the conservatoire to the profession, safeguarding the future of historical performance.

AAM is Associate Ensemble at the Barbican Centre, London and the Teatro San Cassiano, Venice; Orchestra-in-Residence at the University of Cambridge, Milton Abbey International Summer Music Festival and The Apex, Bury St Edmunds, and tours extensively in the UK and internationally.

About the role

The Head of Concerts & Projects leads on all areas of artistic administration and delivery for the orchestra's live performance, recording and educational activities. They oversee and are supported by AAM's Librarian, the AAMplify Co-ordinator and freelance Orchestra and Choir Fixers. A key member of the senior management team, the Head of Concerts & Projects works closely with the Chief Executive and the Music Director to plan and budget all AAM's artistic activities, and with the AAMplify Co-ordinator to drive the development of our AAMplify Artist initiative. The Head of Concerts & Projects is the primary contact for all musicians and guest artists and works closely with the rest of the department, as well as with freelance project managers where necessary, to ensure all activities are planned, contracted and delivered efficiently, maintaining high standards – onstage and off – at all times.

About the opportunity

The incoming Head of Concerts & Projects joins AAM at a pivotal moment in its already storied history. With Music Director Laurence Cummings, AAM celebrated its 50th anniversary season in 23/24, a year which saw the orchestra reach new heights in terms of its own-promoted season in London and Cambridge, external engagements in the UK and abroad, and ambition in the recording studio. The 24/25 season has seen the beginning of delivery of the AAM 'A-List', an anniversary initiative to create a new catalogue of high-quality digital music videos, as well as a new partnership with the Arts & Humanities Research Council which will allow us to complete our landmark Haydn Symphony Cycle on AAM Records over the next six years. AAM's residencies at the University of Cambridge and the Barbican Centre, London go from strength to strength – the orchestra performed to an average capacity of 84% across the 23/24 season – and our external engagements have continued to increase following pandemic disruption, with the orchestra appearing at the BBC Proms, Musikverein Wien, Berliner Philharmonie, Het Concertgebouw, Auditorio Nacional and other significant venues in recent years. Further growth in external engagements, as well as the development of partnerships to deliver more operatic work, are key strategic objectives. The Head of Concerts & Projects will be instrumental in driving and delivering all these areas of activity.

About the person

Essential:

- Excellent knowledge of classical music, particularly from the baroque and classical eras, most likely arising from experience as a practising musician or from a degree in music
- At least five years' experience within the classical music industry, preferably within concerts departments, with a proven track record of devising and delivering a wide range of projects across live performance, recording and education
- An understanding of and empathy with the day-to-day challenges faced by freelance professional musicians
- Excellent financial acumen and experience of preparing detailed project budgets, calculating player fees in line with the ABO/MU agreement
- Experience of negotiating and drafting contracts with musicians, artists and promoters/venues
- Desire to work collaboratively and flexibly within a team, ability to think pro-actively about challenges and to problem-solve quickly when required
- Ability to develop and maintain excellent rapport and sustainable relationships with promoters, educational partners, agents and freelance musicians
- Meticulous approach to organisation and time management and an ability to multi-task effectively
- High level of computer literacy and an aptitude for learning new software and databases
- Excellent communication skills, both orally and in writing, with exceptional attention to detail
- Candidate must have a full, clean UK driving license and be able to lift and carry objects up to 15kg

Desirable:

- Experience of selling tours and projects to festivals and presenters in the UK and internationally
- Experience of touring logistics and demonstrable ability to plan and deliver projects in spaces ranging from modern concert halls to cathedrals and other historic buildings

Specific responsibilities

Artistic Administration

- In conjunction with the Chief Executive and Music Director, plan and deliver all artistic activity, feeding into repertoire and casting conversations, progressing programming discussions as required, and preparing and updating AAM's forward planning diary
- In collaboration with the Chief Executive, market and sell AAM promotions to external festivals and presenters
- Oversee the AAMplify Co-ordinator in planning all AAMplify Artists activity, supporting the continued strategic development of the initiative

- In conjunction with the Chief Executive, lead on the venue booking process for all own-promoted season events in London and Cambridge, ensuring excellent relationships are maintained with key partners (University of Cambridge, Barbican Centre)
- Liaise with the Music Director's agents to secure season dates with AAM and facilitate any other touring or project dates which may be possible/required
- Manage, maintain and issue AAM's forward planning diary, in consultation with the Chief Executive
- Lead on contracting with all venues, promoters and guest artists in a timely manner, including drafting and checking documents, and soliciting signatures
- Ensure all guest artists are in receipt of required documentation to allow them to undertake their engagements with AAM (eg work permits, letters of engagement, appropriate tax-related paperwork)
- Act as first point of contact and primary advocate for all AAM musicians, overseeing orchestral fixing and principal player appointments, and managing key personnel (such as Leader and Co-Principal Cellos)

Concert & Project Delivery

- Develop detailed plans for all artistic activity in consultation with the Chief Executive, Music Director and other relevant artists
- Prepare and issue all project schedules to relevant artists/stakeholders in good time and in line with ABO/MU guidelines, confirming seating lists with principal players and ensuring rehearsal orders optimise musician time
- Oversee the fixing of all orchestral and choir personnel, in conjunction with freelance Orchestra and Choir Fixers
- Lead on all operational planning for AAM's artistic activities, ensuring all logistical arrangements (travel, accommodation, instrument and venue hire, subsistence etc) are made in a timely manner and within budget, stage plans are agreed with directors and venue technical riders are submitted to deadline
- Manage all rehearsals, concerts, tours, recordings and filming sessions in the UK and abroad, in conjunction with the Chief Executive, with freelance project management support where required, to include: transportation of equipment, set-up/take-down, mapping and facilitation of stage moves, and all other stage management required
- Prepare all necessary travel documentation (to include visas, A1 certificates, technical forms, PRS forms, hotel and flight lists) in a timely manner, in conjunction with external stakeholders/agents
- Oversee completion of player information forms for all new orchestra and choir members and maintain up-to-date information for all stakeholders internal and external including promoters, venues, artists, agents, guest musicians etc

Finance

- In conjunction with the Chief Executive, prepare budgets for concert, touring, recording/filming and educational activity, monitoring both expenditure and invoices received and due

- In conjunction with the Head of Finance, ensure sales invoices are raised for all engagements and that player/supplier payments are processed in a timely manner
- Manage project- and player- related finance paperwork, including FEU applications and quarterly returns

- Line-manage the Librarian, AAMplify Co-ordinator and freelance Orchestra and Choir Fixers
- All other duties required

How to apply

Applicants are invited to send a CV and covering letter addressed to John McMunn, Chief Executive to recruitment@aam.co.uk by 12.00pm on Weds 14 May 2025. Please include your current salary, notice period, the names of two referees and when they may be contacted during the application process. Best practice is for CVs not to exceed two sides of A4.

Initial interviews will be held in Cambridge the week commencing 19 May 2025. Unfortunately, we are unable to cover travel or any other expenses for interviews.

The Academy of Ancient Music strives to be an equal opportunities employer.