

Love2sing Choir Leaders

Love2sing is a choir company for adults who love to sing, laugh, learn and grow. Visit our website at www.love2sing.co.uk or FaceBook page at www.facebook.com/theLove2singchoir

We are looking for talented, motivated and experienced choir leaders to establish and run choirs across the UK.

Do you **love singing** and teaching adults? Would you like to earn an income from bringing singing and joy to your **community**? Would you like to **work flexibly** and build work around your life? Are you enthusiastic, **fun**, hardworking and **highly organised**?

If so Love2sing is a **fantastic place to work**.

- Earn money whilst doing something that you love.
- Choose where you work.
- Meet wonderful people.
- Inspire and bring the joy of singing to your community.
- Create exciting and fun performances.
- Have a rewarding job that adds to your community.

Our Choir Leaders will:

Role Specification

Excellent interpersonal skills - ability to lead and work with others.
Happy to teach a variety of pre-chosen music.
Tactful and diplomatic - able to maintain control and correct errors.
Confident vocalist in Rock, Pop and Musical Theatre styles.
Enthusiastic - rehearsals must be enjoyable.
Experience of choral conducting.
Ability to teach by ear and sheet-music.
Have a music degree or equivalent appropriate experience.
Experience of teaching mixed ability groups.
Own a PA, Car and Keyboard.

Choir Management

Identify and manage choir rehearsal and concert venues.
Teach, plan and manage choir rehearsals (35 per year).
Event management including concerts and socials.
Maintain a private FB area for members.
Create weekly rehearsal notes to be published in the choir members area.
Manage a choir mailing list using GDPR friendly software.

Marketing

Market and advertise Love2sing in your local area.
Distribute flyers and posters within your local community
Become the face of Love2sing in your area.
Maintain a social media presence .
Engage with your choir to advertise your free tasters, concerts and events.
Identify community performance ops that will help to market your choir in the local area.

Support and Training:

Love2sing will provide you with everything that you need to open, run and grow your own choir.

Love2sing will

Provide pre-recorded professional practice and backing tracks.
Provide Step by step guides including: 'How you market your new choir', 'How to setup your rehearsal space', 'Finding the right venue' and more.
Pay for your weekly rehearsal space and concert venues.
Add your new choir to the bookings facility at the Love2sing website.
Advertise your choir online via FB targeted ads and online listings.
Provide a private online members area at the Love2sing website that includes access to all practice materials, practice notes and concert information.

Administrative support

Give you access to the choir leader shared area and printable resources.
Provide marketing materials including flyers and posters.
Sheet-music for all members.
Host a private FB page for your members within the main FB page.
Enrolment support including the processing of payments and personal data.
Setup of a choir mailing list.
Uploading of all information within the website members area.

Face to Face Support and Feedback

Weekly video support calls during your first term.
Monthly video support calls from term 2.
Liaise with the Love2sing office for admin support on a weekly basis.
Where possible a member of the team will attend your initial rehearsal(s) to support the opening of your new choir.

Training cont:

Standardisation

Each choir leader will be standardised every term during their first year. After your first year you will be standardised 1-2 times per year.

A representative of Love2sing will attend and record a rehearsal giving 24hrs notice. They will sit in on your rehearsal and complete a standardisation report. The representative will arrive 30mins before the rehearsal to watch the set-up and will stay to see the break down of your rehearsal.

You will be sent a copy of your report and asked to comment on any areas requiring clarification or your feedback. Should any areas for further development and training be identified a plan will be put into place to support the choir leader.

Leaders will own

Equipment

PA system, audio device and relevant equipment

Keyboard

Music Stands

Mics, mic stands and leads

Legal Documentation

Have a Full UK driving licence (own a car).

Have public liability insurance - certificate is required.

All equipment must be PAT tested - certificate is required.

Admin Equipment

Printer/scanner

Laminator

Stationary and pens

Admin folder(s)

Large plastic admin boxes

Becoming a Leader

Becoming a Love2sing Choir Leader - The process

One: Application

Please email your statement of interest to admin@love2sing.co.uk and attach a current CV. Video links of teaching evidence at this point would be beneficial but not a requirement

If your application is successful we will contact you to arrange a video interview.

Two: Video interview

This is an opportunity for us to identify if you have the relevant experience and personality to continue to the next stage. It is also an opportunity for you to ask questions and find out if Love2sing is the right fit for you.

Video interviews take place via WhatsApp Video or Skype.

Three: Assessment

You will be required to travel to our West London venue and lead a choir rehearsal. You will be sent the materials ahead of time.

You will not be reimbursed for travel or expenses at this stage of the process.

If you are unsuccessful at your first assessment but we feel with guidance you would be able to attempt a second assessment we will arrange an additional date for you to attend rehearsals.

If you are unsuccessful at this stage we will provide feedback if requested.

Becoming a Leader cont.

Stage Four: Statement of work

If your assessment is successful we will create a statement of work that will detail your commitment to setting up the choir and our requirements of you. The statement will set out your fees for the 1st three rehearsals. Should you be successful and have 25 members after your third rehearsal you will sign a freelance Choir Leader contract with Love2sing.

To see choir leader fees and your minimum member sign-up requirements see page 10. At this stage you will be given a copy of the full Love2sing handbook and given access to all online resources and materials.

Stage Five: Advance planning and Marketing

Once we have agreed your initial statement of work we will move ahead and plan how to proceed with advertising your new choir.

We will agree a realistic timeline including the term dates, rehearsal times and marketing strategy of your new choir. We will arrange video calls to build this strategy and work through the choir leader support manual.

With the support of the team you will identify your choir location and research and engage with appropriate venues.

Love2sing will begin online advertising of your choir, set up a website booking area and add your choir to our Facebook page running targeted FB ads and adding your choir to online listings. We will create your marketing materials and agree and advertise your taster dates. You will receive all sheet-music, audio and teaching resources.

Becoming a Leader cont.

Stage Five cont.

You will distribute flyers and posters in your local community advertising your free taster sessions. This stage of marketing is crucial to building local awareness of your new choir and you must commit to regularly distributing flyers and posters during the run up to the opening of your choir. You will be given a guide to 'Marketing your new choir'.

Stage Six: Progression

You have now established your initial choir reaching your minimum members quota (agreed in advance) and you are starting to grow and expand your numbers. You will now receive a freelance choir leader contract from Love2sing.

You may wish to open an additional choir in your local area. Remember, you have no obligation to take on extra choirs but this is an option.

Fees and Payment

Choir Leaders are contracted to Love2sing as a freelancer.

Minimum choir member quota

To open a choir you must have 25 signed up paying members after your 3rd taster session. Love2sing will pay for your initial 3 weeks of hire space and 3 weeks of Leader payment at £75 per rehearsal. If after your 3rd session you do not reach 25 members your choir may be cancelled. All materials and resources will be returned to Love2sing.

After reaching your minimum members quota

Starting rates are £75 per rehearsal if your choir maintains between 25 and 39 Members. Once your choir reaches 40 members you will receive £100 per rehearsal (40-54). 55+ members and you will receive £125 per rehearsal.

→ **25-39 members**

1 choir £75 X 35 rehearsals = £2625 per year

→ **40-54 members**

1 choir x £100 rehearsals = £3500 per year

→ **55-64 members**

1 x choir x £125 x 35 rehearsals = £4375 per year

→ **65 + members**

1 x choir x £150 x 35 rehearsals = £5250 per year

Fees and Payment cont.

Concert Pay

- Winter and Summer concerts are paid at 1/2 day £150
- Two Additional community events per year will be charged at a rehearsal fee rate (rate dependent on your member numbers).

You are required to organise a minimum of 1 social choir event per year for your choir. This can be within rehearsal time. Social events can be a fantastic way to bring your choir together creating a community feel that will, in turn, push referral rates. Often, with guidance from you, your members will be happy to organise the social themselves.

Running 2 choirs in one area

Once your initial choir is up and running you may choose to add an additional **daytime and or evening** rehearsal (or 2 daytime or 2 evening). You will teach the same rehearsal twice with only one lot of prep work. You can then join the choirs together for exciting concerts and events.

- **25-39 members**
2 choirs £75 x 35 x 2 rehearsals = £5250
- **40-54 members**
2 choirs £100 x 35 x 2 rehearsals = £7000
- **55-64 members**
2 choirs £125 x 35 x 2 rehearsals = £8750
- **65 + members**
2 choirs £150 x 35 x 2 rehearsals = £10500

Fees and Payment cont.

Additional Income

Private tuition

Running your choir can also be a great way to earn additional income via your own private tuition. Often choir members will also want to develop their singing skills outside of rehearsal time. Love2sing is happy for it's leaders to offer private tuition outside of choir.

Corporate and bespoke one day workshops

Love2sing also runs corporate workshops and bespoke one day workshops. If you are interested in running workshops for Love2sing please let us know.

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Registered Company Name and No 07538170

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