



The
Yehudi
Menuhin
School

FRONT OF HOUSE MANAGERS

Candidate Information Pack



Closing date for applications:
15 October 2021

We reserve the right to close this vacancy early should a suitable candidate be found.

A welcome from the Headmaster

Thank you for your interest in this role. I hope that this document tells you everything you need to know about working at our very special school - most importantly, whether it is the place for you.

The Yehudi Menuhin School is set in gorgeous grounds and we strive to promote a collegiate working environment with a strong sense of community. Staff and pupils are on first name terms, and all staff are encouraged to take an active part in the broader life of the school. Being a music school, we hope that everyone who works here has an appreciation and respect for the interests and creativity of our pupils, but we do not expect all staff to be musicians themselves (though over the years many have taken up an instrument as a result of working here!)

We are committed to the wellbeing of all our community, and strive to promote a healthy sense of balance in our pupils and staff. Ongoing professional development is very important to us, and all new staff are given an induction and the training necessary to fulfil their duties.

YMS is an exceptional place - I hope you will join us.

Ben Gudgeon
Headmaster

A short history of The Yehudi Menuhin School

The Yehudi Menuhin School was founded in 1963 by the celebrated violinist Yehudi Menuhin. A brilliant educator, he feared that the lack of specialist music provision for children at an early age would result in an irreversible decline in the provision of world-class instrumentalists.

Inspired by a visit to Moscow's Central School for Young Musicians, Menuhin set out to develop a specialist music school in the UK for extraordinarily gifted children. These boys and girls, aged between seven and nineteen, would come from all corners of the globe, regardless of their race, creed or parents' financial position. His vision was that the School would not only attract potentially the most outstanding performers of their generation in string instruments and piano, but that they would also become well-rounded and compassionate people as a result of the high quality academic activities and pastoral care provision. Menuhin was also passionate in his belief that the School should share its music with the local community.

In 1964 the School moved from London to its current location in Cobham, Surrey, and gradually expanded to include new teaching and boarding blocks. In 1973 the School was accorded special status as a 'Centre for Excellence for the Performing Arts' and was one of the first schools to receive support from the Department for Education's Music and Dance Scheme. January 2006 saw the opening of the 300-seat Menuhin Hall, greatly enhancing the performance opportunities for the pupils. In 2016, new Music Studios were opened, providing state-of-the-art teaching and practice facilities.

Starting with just 15 pupils in September 1963, the School has expanded significantly over the last five decades while remaining true to Menuhin's values and ethos, and currently hosts 86 boys and girls from 22 nationalities.

Purpose of the role:

The Menuhin Hall, our 300-seat concert venue, is seeking three new House Managers to welcome visitors to the Hall for events, manage volunteer stewards, ensure the smooth running of events on concert nights, and ensure audience safety.



Key points about the role:

Contract type:

Casual (an average of at least 1 event per month per FOH manager, minimum 4 hours each, with sign-up for at least 1 event per season expected)

Reporting to:

Hall Manager

Start date:

ASAP

Salary:

£14.50/hour

Main duties and responsibilities:

To facilitate the smooth running of events and to ensure that any issues are managed professionally and effectively

- On receipt of the Function Sheet ensure an understanding of the nature and requirements of the event addressing any questions to the Hall Manager prior to the event.
- Discuss event with Event Technician, with all further communication during the performance happening via 2-way radio.
- Ensure that the cloakroom is set up before each event and assist with its operation if necessary.
- Ensure that the box office is set up for collection service before each event, assisting Box Office staff if required.
- Manage the team of stewards assigned to each event, briefing them clearly before the arrival of the audience.
- Liaise with the stage manager/appointed school representative and bar staff to ensure that the event starts at the designated time and that the interval is as described in the Function Sheet.
- Ensure that there is no unauthorised access to the backstage area.
- Oversee the selling of programmes, CDs and merchandise as required.

To take responsibility for the visitor experience during public events

- Before each event ensure that:
 - the foyer and auditorium are clean and tidy, all lights are working, the temperature is appropriate and that all the bathrooms are clean and stocked as necessary,
 - the first aid kits, fire extinguishers are all in place and in working order, fire exits and escape routes are clear,
 - wheelchair spaces have been made available as requested on the function sheet.
- Liaise with the Event Technician, Bar Manager or Facilities Manager as necessary if assistance is required with the above.
- Together with the stewarding team welcome customers to the venue, offering assistance and direction as required.
- Ensure, as far as practicable, only cars noted in the Function Sheet are parked in the disabled parking area.
- Facilitate latecomers to enter the Auditorium at appropriate moments (i.e. during applause or stage changes).

To manage incidents and accidents and to be responsible (in conjunction with the Event Technician) for implementing the emergency procedures for the Hall if necessary

- Provide First Aid at events if and when required. (Training will be offered.)
- Deal with all guests with tact and discretion in the event of any incident, and report back to the Hall Manager.
- Report any accidents in the Accident Book, which is located in Box Office on the wall behind Box Office Manager's desk.

To report observations to the Hall Manager and take a leading role in improving operations and service at The Menuhin Hall

- Report any incidents or problems to the Hall Manager using the event report document.
- Take part in training sessions and annual meetings with the FOH Manager and Menuhin Hall Team as required.

How to apply

To request an application form or to discuss the role in more detail, please contact Lucy Flower at recruitment@menuhinschool.co.uk.

Your application form should be completed in full and returned along with a covering letter to Lucy Flower by noon on **15 October 2021** at the latest. Early applications are encouraged, and interviews will be held on a rolling basis; as such, the School reserves the right to close the application process early should a suitable candidate be found.

The Yehudi Menuhin School is committed to safeguarding the welfare of children. The School is registered with the DBS and successful applicants will be required to complete successfully the Disclosure Procedure at Enhanced level. It is an offence for a person barred from working with children to apply for this post.

The Yehudi Menuhin School is an Equal Opportunities employer and welcomes applications from all sections of the community.



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