



Yehudi
Menuhin
School

MENUHIN HALL DIRECTOR AND HEAD OF COMMERCIAL ACTIVITIES

Candidate Information Pack



Closing date for applications:
Friday 9 May 2025

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

A welcome from the Headmaster

Thank you for expressing an interest in this role. I hope you find this document informative, and it explains everything you need to know about working at our very special school and whether it is the place for you.

The Yehudi Menuhin School is a world-leading specialist music school set in beautiful rural Surrey. 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.

We are committed to the wellbeing of all our community and aspire 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 full of creative, talented people from all over the world. We would be delighted to receive your application, and we look forward to welcoming you to this unique school.

Robin Harskin
Headmaster

The Yehudi Menuhin School

Founded in 1963 by the world-renowned violinist and educator Yehudi Menuhin, the school provides a place for musically gifted children from around the world to develop their talents to the highest level within a stimulating academic environment. It was accorded the status of Centre for Excellence in the Performing Arts in 1973 and has a global reputation as one of the world's leading music schools.

Today's school provides a holistic education for around 90 exceptional pupils aged from 9 to 19, with specialist tuition on the stringed instruments, piano, classical guitar, harp and composition. Pupils split their time between their academic and musical studies and are given many opportunities to perform in front of an audience. Concerts take place regularly in The Menuhin Hall, but also in local state schools, care homes and churches, carrying on Menuhin's belief in the importance of giving back to the community.

The school also boasts a Virtual Menuhin School, which offers pupils not enrolled at the school the unique opportunity to receive specialist music education in a virtual environment, receiving musicianship, theory and instrumental training and the chance to connect with other young musicians across the globe.

Pupils are admitted based on talent, potential and passion for music, not on their ability to pay the fees. Today, around 90% of pupils require some level of financial assistance to attend YMS. The School is one of nine specialist UK schools that are supported by the Department for Education's Music and Dance Scheme.

YMS Alumni include renowned international soloists such as Nigel Kennedy, Nicola Benedetti CBE, Tasmin Little OBE, Alina Ibragimova, Valeriy Sokolov, Kathryn Stott and Melvyn Tan. Many other alumni are shaping the global cultural landscape through teaching at leading conservatoires and performing with world-class orchestras and chamber ensembles.

Purpose of the role

The Yehudi Menuhin School seeks to appoint a Menuhin Hall Director and Head of Commercial Activities to lead the implementation of a robust commercial strategy for the school, attracting new audiences to the Menuhin Hall and maximising other revenue streams.

Key points about the role:

Contract type:

Permanent, Full-time

Reporting to:

The Head

This is a senior leadership post.

Key Relationships:

Other members of the SLT
- Director of Music, Bursar, Director of Development and their teams.

Start date:

As soon as possible

Hours:

40 hours per week plus evening and weekend commitments

Probation Period:

One term

Salary:

Competitive

Holidays:

25 days per annum plus public holidays (which fall outside of term time)

Pension:

The School offers a very generous pension, contributing 13.5% every month, with the employee contributing at least 6%.

Location:

Stoke D'Abernon Cobham, Surrey, UK

Other Benefits:

- Free School lunch during term times
- Free parking
- Use of the School's swimming pool when available
- Free lunchtime concerts
- Discounted tickets to other school events
- 24/7 access to AXA Thrive app for mental wellbeing
- AXA Health telephone line access for medical support and advice
- 24/7 access to DAS counselling services
- Life Assurance
- A health cash plan provided by Medicash

Key Duties & Responsibilities

Arts Venue Director

- Run a world-class venue for both the school's concerts and external arts events.
- Work with the Director of Music and Head of Concerts to create and deliver a programme of concerts, masterclasses, and other musical events which are educationally beneficial to the school's pupils.
- Working alongside the Marketing Department, attract new clients to the venue and seek to maximise revenue and attendance.

Hall Manager

- Manage Menuhin Hall team of Production Manager, Box Office staff, Bar and Front of House staff, and stewards.
- Liaise with relevant school staff over maintenance and health and safety.

Enterprises Manager

- Oversee the school's commercial lettings including swimming pool, Hall recordings, holiday courses.
- Develop an understanding of the external market in relation to the school's commercially marketable assets and the competition the school faces in this market.
- Work with the Bursar and Estates Manager to establish the operational processes necessary to efficiently facilitate all commercial activities.
- Ensure full compliance with all Health & Safety and Safeguarding regulations and good practice of all those working within the commercial operations of the school.



- Develop and manage a competitive hire fee structure including clear guidance on concessions.
- Attend events or ensure that events are managed by a suitably qualified and competent member of staff.
- Lead continual review of practices and procedures to ensure compliance, best practice and ongoing identification of improvements.
- Be responsible for coordinating proposals and contract negotiations with external clients.
- Ensure careful planning and communication in relation to commercial projects and events.
- Report to the Board of YMSE.

School Leader

- Report to the Head.
- Be a member of the school's Leadership Team, focusing on boosting the commercial interests of the school with a view to enhancing the experience of users and increasing income generation where appropriate.
- Work with other members of LT to conceive, market and deliver a programme of events in the Menuhin Hall and develop and implement a robust commercial strategy for the school.
- Contribute to whole-school discussions of strategy, management and operations.

This job description may be amended from time to time.

No job description can be fully exhaustive; all members of staff are required to undertake any tasks reasonably requested by the Head.



Person Specification

The successful candidate will need to have the following qualities:

- Organised
- Professional
- Proactive
- Commercially minded
- Compassionate
- Patient
- Cheerful
- Passionate about live music
- Hardworking
- Able to show initiative
- Keen to work as part of a team
- Committed to the safeguarding of young people

The successful candidate will:	Essential	Desirable
Enhanced DBS check	√	
UK right to work check	√	
UK and EEA prohibited list checks	√	
Satisfactory references	√	
Medical declaration	√	
Verification of qualifications	√	
Maths & English GCSE or equivalent	√	
First Aid at Work		√
Specific qualifications relevant to the role	√	

Shortlisted candidates will be assessed using:

- Completed application form
- Covering letter
- Interview
- References
- Documentary evidence
- Scenario based activity

How to apply

If you would like any more information about the post, or would like to discuss the job before applying, please contact HR by email recruitment@menuhinschool.co.uk or call 01932 584790.

Please complete our [application form](#) if you feel you are a suitable candidate and are interested in applying.

The closing date for applications is **Friday 9 May 2025**, however we reserve the right to close the position early should a suitable candidate be found.

Interviews to take place will be confirmed.

Your application form should be completed in full and submitted along with a covering letter addressed to the Head, Dr Robin Harskin. **Your application will not be accepted without a covering letter.** Early applications are encouraged, and 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 sectors of the community.



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