

Executive Director

NMC Recordings

Job Description

May 2025



Executive Director

- Term:** This appointment is a permanent position
- Hours:** Full time
- Location:** The office is based in Bethnal Green. NMC staff have adopted a hybrid way of working, dividing their time between office and homeworking, with a view to reducing office working to one day a week in the near future.
- Salary:** In the region of £45,000.
- Holiday:** 23 days' holiday annually. In addition to this, the working days between 23 December and 1st January are also paid holiday.

About NMC

NMC Recordings is an award-winning record label and is unique with its charitable status. Founded in 1989 by composer Colin Matthews OBE, we are devoted to enriching cultural life by connecting listeners globally with exceptional contemporary classical music from across Britain and Ireland.

We believe that new music is a dynamic and engaging art-form, and we seek to inspire and challenge audiences through the release and promotion of recordings, innovative artistic partnerships, commissioning new repertoire, and delivering education work.

We fulfil our charitable aims by:

- collaborating with leading composers, artists, orchestras, and ensembles
- producing high quality recordings of outstanding works
- promoting recordings and other resources to expand worldwide audiences for new music
- preserving this creativity for future generations through our non-deletion policy



In our 36th year, NMC continues to change the game for composers and audiences worldwide. A record label and a charity, NMC supports composers at all stages of their career, from the rising stars recording their music professionally for the first time, to the great titans of British and Irish contemporary music.

When the composer Colin Matthews founded NMC in 1989, his aim was to remedy the almost non-existent representation of living British composers in the recording catalogues of major labels at the time. NMC's work supporting the rich breadth of compositional talent from Britain and Ireland means that our catalogue has now grown to hold more than 300 albums representing works by over 400 composers. Our recordings are available in 141 countries and, in the last five years, have received circa 18 million downloads and streams in addition to more than 35,000 CD sales. Our non-deletion policy, combined with online access, means all our recordings are kept permanently accessible to the public, enabling us to become a national living archive of British and Irish contemporary classical music.

NMC works continually to reflect the breadth and diversity of the country's new music creators and community. Over the last six years we have added 109 composers to our catalogue. 56% identify as women or non-binary, and 30% are from the global majority. Last year we released the first commercial album by composers with disabilities, and we aim to continue this work in the future.

Without NMC, hundreds of important pieces of music would simply not be recorded and heard by audiences across the world. As a registered charity NMC fundraises vigorously for every release, for the promotion of contemporary music as a non-profit charity, and for the programme of support it offers composers at every stage.

In recent years the organisation has produced some excellent resources for teachers, students and composers. The coming year will see a review of its education output led by the Executive Director and the Board member with Education and Outreach expertise to ensure NMC works in partnership contributing what it uniquely can as a recording organisation.

Over the last year NMC has been exploring potential new streams of income to help it thrive in a financially challenging world, including offering distribution services to composers and other labels (as well as those we work with already) and we have been awarded funding for consultancy to help unlock the licensing potential of our back catalogue.

Our 2025 highlights include:

- NMC wins the prestigious [Gamechanger Award](#) at the Royal Philharmonic Awards in recognition of its outstanding legacy and work. The same evening, Sarah Lianne Lewis won the Chamber-Scale Composition Award for a work released by NMC on the first commercial album to showcase disabled composers currently working in the UK.
- NMC receives a grant of £25,000 from the Jerwood Foundation to support a digital only series supporting talented composers Bushra El-Turk, Ben Nobuto, Yshani Perinpanayagam and Alex Ho called [Extended Play](#). The works will be accompanied by professional music videos and scrolling scores.
- NMC releases the first commercial recording of Michael Tippett's opera *New Year*, featuring a stellar cast, BBC Scottish Symphony Orchestra, conducted by Martyn Brabbins.
- NMC's flagship [Debut Discs](#) series goes from strength to strength, with new debut albums from composers Tom Coult, Lisa Illean and Hannah Kendall.
- NMC's commitment to supporting early-career composers continues with our ongoing [partnership projects](#) with National Youth Choir and the Philharmonia.



NMC is a member of Arts Council England's National Portfolio and is supported by a number of Trusts and Foundations as well as through individual donations from Champions membership, and from higher-level donors who are members of the Producers Circle. Its 2023-26 grant is likely to be extended by two years following ACE's initial decision to extend the period firstly until 2027 (confirmation expected in May 2025), and then to 2028, delaying the next three-year application by a year. The Executive Director will lead NMC's next NPO application which we estimate will be due by the end of July 2026.

“In the almost 35 years since its founding NMC has become a national treasure, introducing listeners all over the world to new music by composers from Britain and Ireland. Their ambitious vision and dedication is unwavering and this is reflected in the quality of what they continue to achieve. NMC is an indispensable part of our history and our future: long may it flourish!”

Sir Simon Rattle, NMC Patron



The NMC Team

The Executive Director leads a small, dedicated team comprised of:

Recordings and Sales Manager (full-time): responsible for the artistic management of all releases/projects; artistic follow-up from Executive Director’s leads; marketing; sales; royalties; licensing; website maintenance.

Head of Fundraising (full-time): responsible for creating and delivering NMC’s fundraising strategy, encompassing charitable trusts and foundations, statutory funding (ACE), individual giving and corporate sponsorship (incorporating fundraising events).

Office, Fundraising and Marketing Coordinator (full-time): responsible for office administration; supporting the Head of Fundraising; and the Recording and Sales Manager in the areas of marketing, sales and licensing.

Creative Director (2 days per week): leads on creative projects and catalogue development, including selection of composers, artists and repertoire; oversees recording, production, sales and marketing functions; line-manages the Recordings and Sales Manager. This role will change focus over the coming year to transfer some functions including the artistic lead to the newly full-time Executive Director.

Finance Consultant: provides freelance services covering book-keeping; payroll; preparing quarterly management accounts and annual accounts.

Executive Producer (part-time): advises on A & R, catalogue development, high-level production issues, strategic partnerships.

About the Role - General

The Executive Director leads the strategic and artistic priorities for the organisation. Working closely with colleagues, they are responsible for developing the business plan, leading on strategic implementation, and maintaining and developing beneficial relationships with key stakeholders, including funders, broadcasters, music publishers, ensembles and artists, conservatoires and universities, and Arts Council England from whom NMC continues to receive regular NPO funding.



The Executive Director is a key advocate for the Company, and plays a significant role in fundraising and development, and leads on identifying new business opportunities and new partnerships. They lead on financial management.

The Executive Director reports to NMC's Board and acts as Company Secretary, with responsibility for company policies, ensuring charitable compliance and robust risk management.

Following the successes of its 35th birthday year the organisation is on a high artistically and profile-wise. This is an ideal opportunity for someone with energy and commitment to lead the organisation into the next stage of its development.

Following successful funding applications the near future will see:

- The start of a new digital initiative for young composers comprising digital recordings with professionally produced films and rolling score;
- The engagement of a sync and licensing consultant and installation of professional software to help the organisation unlock the potential for a new income stream exploiting the back catalogue (sync).

Purpose of the Role - Detail

The Executive Director will be responsible to the Chair and Board of Trustees for the leadership and strategic direction of the charity including:

- Setting the mid and long-term **strategic direction** for NMC
- **Artistic leadership** – including releases and release schedule, artistic projects, creating new partnerships and nurturing current ones, liaison with Artistic Strategy Committee and administration of meetings, and exploring with the Board and team the most appropriate future for any education work
- **Team leadership and management** (two direct reports) including responsibility for HR/policies/legal requirements including insurance
- **Governance** – including Company Secretary duties and close liaison with Board and sub-committees:
 - Support the Chair by advising on the structure, composition, and engagement of the Board.
 - Ensure the Board has at its disposal sufficient resources, guidance and professional advice on matters concerning compliance with its governing instrument, in accordance with Charity Commission regulations, regulatory bodies and funders.
- Lead on implementation of NMC's **Inclusivity Action Plan**.
- Ensure adequate provision of outsourced **IT and accounting support** and access to expertise as required to ensure the security of the Charity.

Purpose of the Role - Detail (continued)

- **Finances** - including setting and monitoring/reforecasting budgets; overseeing the (outsourced) accountant to ensure the timely preparation of quarterly and annual management accounts, reports and cashflow projections; monitoring and ensuring the financial health of the organisation
- Develop and implement a **strategic business plan** which includes new income streams for the growth and development of NMC and to ensure economic viability - working with the Finance and Strategy Committee and reporting regularly to the Board
- **Development/Fundraising** – working with the Head of Fundraising to devise and implement fundraising strategy, including events. Particular responsibilities with certain Trusts and Foundations and high net worth individuals, and principle relationship with ACE including setting yearly budgets, activity targets and investment principles.
- **PR** – initial PR contact and networking with appropriate people/outlets; managing brand across the organisation and externally.
- **Representing NMC** at industry events where appropriate as the public face of the organisation
- Undertake any other reasonable tasks to fulfil the objectives and ambitions of the organisation.

Person Specification

- At least five years' experience in senior executive or leadership role within the music/cultural or related sectors.
- Enthusiasm for new music.
- Knowledge and understanding of the recording sector and advances in technology specifically in relation to the way music is accessed and consumed.
- Proven success in delivering complex creative projects.
- Proven track-record in leading teams.
- Excellent people management and motivational skills.
- Commitment to expanding opportunities to increase the diversity of composers. whose work is under-represented and to seeking out new audiences across all ages and from all backgrounds.
- Ability to create effective partnerships.
- Excellent communication, presentation, and interpersonal skills, with the ability to promote NMC to a range of audiences.
- The ability to work with creative talent and strong personalities.
- A collaborative approach and willingness to listen.
- Strong commercial awareness and ability to negotiate, persuade and influence to achieve the best results for the organisation.
- An entrepreneurial approach and proven track record of income generation.
- Proven strategic understanding of good business and financial planning.



Person Specification (continued)

- Financially literate, with experience and proven track record of managing budgets and finance systems.
- Technically literate, with proficiency in office software.
- Well organised, with ability to create/execute plans and schedules, and to manage own workload and time efficiently as well as to organise and motivate colleagues.
- Highly motivated self-starter with a strong achievement drive and commitment to meeting objectives.
- Ability to work under pressure, meeting deadlines as required.



Desirable Requirements

- Knowledge of 20th/21st century music.
- Knowledge of the new music sector.
- Knowledge of the music education sector.



How to apply

Applicants should send a letter of application showing how they meet the criteria set out in the job description together with a CV.

The letter and CV should **each** be no longer than 2 sides of A4.

Applications should be addressed to NMC's Deputy Chair, Chris Potts at chris@counterculturellp.com

The deadline for applications is midday on **Wednesday 11th June 2025**

Shortlist interviews will be held in person in London on **Wednesday 18th June 2025**

The current Executive Director will be available for an informal conversation on Monday 2nd and Tuesday 3rd June 2025. This must be arranged in advance by emailing cathy@nmcrec.co.uk.

NMC is particularly keen to receive applications from candidates from under-represented groups and communities, including those from global majority backgrounds and/or with characteristics protected under the Equalities Act, including race, disability, sex, gender, sexual orientation, gender reassignment, and religion and belief.

We would ask that you complete our [Equality, Diversity & Inclusion Monitoring Form](#) to help us assess this recruitment process. The Appointment Panel will not see the forms submitted.

NMC's current office space is not accessible to wheelchair users or for those with some physical disabilities. NMC is committed to making all necessary adjustments to ways of working to ensure universal access, to accommodate to the access needs of its workforce, whatever they may be.

