

# HARROGATE FESTIVALS INTERNATIONAL

**Job Title:** Music & Events Manager

Salary: £23,000 - £27,000 | dependent on experience per annum

Reports to: CEO

Role: Full time, permanent

Purpose: To be responsible for the development and management of HIF's music programmes and bespoke events across the year.

**Key Responsibilities:**

- Develop and shape HIF's music and events programmes to ensure artistic and financial success
- Manage all planning, programming and event management of artistic, financial and administrative functions relating to HIF's portfolio of music events and bespoke events including Salons
- Be the primary point of contact for agents and artists, maintaining positive relationships
- Work with CEO to establish overall budgets and maintain relevant financial targets for music and bespoke events ensuring compliance of HIF Internal Controls for financial management
- Support the CEO to source, secure and develop outside income streams to contribute to both annual financial targets and support the long-term fundraising strategy
- Deliver against strategic objectives in relation to major stakeholders and partners
- To manage the preparation of event schedules & documentation as required within this area of responsibility
- Support and deliver the marketing & communications strategy for all music and bespoke events including writing inspiring copy to deadline.
- To develop and manage the delivery of audience development programmes for music and bespoke events
- To use tools throughout the year to ensure audience data and marketing, PR outputs are captured and evaluated effectively for dissemination across stakeholders
- Co-ordinate Box Office arrangements relating to events within this role including monitoring targets & audience plans
- Lead and manage the Music team and effectively implement policies and procedures for the successful recruitment, induction, training, performance review and appraisal of staff.
- To ensure compliance with all relevant legislative requirements, including health and safety, safeguarding of children and vulnerable adults and equal opportunities within events delivery

**General Responsibilities:**

- To collaborate with the CEO to determine a programme of established and new events in line with resources
- To attend external meetings, representing the HIF where appropriate, including across the region and the UK
- To support and assist in co-ordination of all Harrogate International Festival events across the year-round portfolio
- To provide administrative support where required for meetings, funding applications etc.
- To share responsibility for the well-being and management of the organisation
- Any other duties as required by the CEO

This Job Description is not intended to be exhaustive. Due to the size of the team and nature of the work at the Festivals, the post-holder will be expected to adopt a flexible attitude to the duties which may have to be varied subject to the needs of the Charity.

## Person Specification

	ESSENTIAL	DESIRABLE
Qualifications/ Training/ Competences	Educated to degree level or equivalent in music or an appropriate similar subject or relevant professional qualification	
Relevant Experience	<p>At least 3 years experience in managing festivals or events</p> <p>Experience of programming and co-ordinating music events</p> <p>Experience of working in a high pressured, demanding environment</p> <p>Experience of working in an arts environment</p> <p>Experience of effective budget management</p> <p>Experience of creative projects in a community setting</p> <p>Proven ability to manage relationships across a range of partners and stakeholders</p> <p>Experience of evaluation processes and preparing reports</p>	<p>Experience of audience development through both marketing and innovative programming</p> <p>Experience of managing volunteers and full time staff</p> <p>Ability to generate income to support project delivery</p> <p>Experience of delivering outside events/installations</p>
Knowledge	<p>Broad knowledge of diverse musical forms to include classical, jazz and world music</p> <p>Understanding of the role of creative community activities within an arts organisation</p> <p>Knowledge of audience development and marketing in the arts</p>	<p>Knowledge of managing international travel for artists, including FEU, visas &amp; work permits</p> <p>Knowledge of public and private funding opportunities</p>
Skills	<p>Ability to work independently, and with minimum supervision</p> <p>Strong negotiation skills &amp; effective problem solving skills</p> <p>Ability to think strategically</p> <p>Goal oriented, entrepreneurial and enthusiastic with a responsive, flexible</p>	

	<p>working style.</p> <p>Excellent communication skills both written and verbal</p> <p>Good time management and ability to prioritise work and meet deadlines</p> <p>Good PC based technology skills, including Word, Excel and Outlook</p>	
Special	<p>Current full driving licence and access to an appropriately insured vehicle</p> <p>Able to undertake out-of-hours and week-end working</p> <p>A commitment to high quality customer service</p> <p>Commitment to equal opportunities.</p>	

## Conditions of service

The appointment will be subject to a twelve week probationary period, After a formal assessment and assuming performance has been satisfactory, the appointment will be confirmed. Notice will be one week in writing on either side during the probationary period rising to eight weeks once the appointment is confirmed

Office hours are 9.30am – 5.30 pm. On occasions it may be necessary to work flexibly including evenings and weekends in order to fulfil the role and meet deadlines/requirements for which HIF does not make overtime payments.

The place of employment will be the HIF office, which is in central Harrogate, and as required by HIF at such other place where the organisation carries on its proper business.

Annual leave for this post is 22 days in addition to Bank Holidays.

You will be required to travel throughout the region. Travel expenses will be reimbursed on the basis of the cheapest available public transport fare or at the appropriate rate for mileage established by HIF.

HIF is striving towards a policy of equal opportunities in all its activities and employment practices.