

hcmf//

huddersfield contemporary music festival

In partnership with
The University of Huddersfield

Festival Manager

£25,000 (full time, fixed term 2 year contract to cover staff sabbatical)
Based in Huddersfield, West Yorkshire

Job Purpose:

To manage the day to day running of the organisation and deliver the annual Festival, ensuring that hcmf// efficiently delivers an international programme of the highest standard, that it maintains and develops its profile, and that it reaches the widest audiences possible.

Reporting to: Artistic Director & Chief Executive

Job Description

Artistic Programme

- With the Artistic Director, negotiate artist contracts
- Provide administrative assistance to the Artistic Director as required

Event Management

- Coordinate and oversee the necessary preparations / logistical arrangements for artists' performances at the Festival, including travel & hotel bookings, rehearsal schedules, venue hire and work permit / FEU Tax applications (where relevant)
- Preparation of detailed artists' contracts
- Preparation and distribution of the Festival's schedule
- Liaise with the Production Manager to ensure the smooth running of all technical aspects of the Festival
- Management of delegate / guest programmes as required
- Responsibility for the efficient operation of the Festival's Front of House Team
- Together with the Marketing Director and Development Manager, production of funder receptions and other events as required

Health and Safety

Ensure that all health and safety requirements relating to the management of the event and the employment of staff are complied with

Board Secretary

Clerk to the Board, ensuring that all necessary paperwork is distributed and facilitating arrangements for Board meetings

Planning

To draft, monitor and revise strategic and business documents with the Chief Executive and other members of the executive team

Office Support

Oversee the smooth running of the Festival offices, including HR responsibilities / maintenance of appropriate records and procedures

Financial Management

- Monitor actual against projected income and expenditure, ensuring that the Festival is delivered on budget
- Payment of all invoices and staff salaries
- Preparing information for quarterly VAT returns
- Liaison with the Festival's external accountants
- Together with the external accounts, production of the Festival's annual accounts

National and International representative

To represent hcmf// at national and international meetings and events as required, and to be a credible ambassador for the Festival

General

To liaise with the Marketing Director, National PR Manager and Development Manager as necessary, including providing information/support for the creation of marketing materials, press releases and funding applications as required.

To undertake special projects as necessary and such other tasks which may from time to time be reasonably be required, including assisting with front of house duties and other practical tasks during the Festival period.

To ensure that the Festival complies with the requirements of the General Data Protection Regulations in the collection, storage, use and sharing of all personal data

Person Specification

Essential

- Experience of event management
- Experience of negotiating contracts
- Experience of budget management
- A dynamic and positive approach and manner
- Ability to manage own workload with limited supervision
- Ability to work in a team
- Ability to formulate and implement work plans
- Excellent organisational and administration skills
- Excellent interpersonal and communication skills
- Ability to work under pressure and to deadlines
- Ability to think imaginatively, creatively and innovatively
- Ability to problem solve
- An understanding of and commitment to the values of the arts world

Desirable

- Interest in a diverse range of contemporary music
- Knowledge of IT systems
- Knowledge and understanding of Health and Safety at work
- Experience of staff/office management