

# 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 a 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, agree outline artist contracts
- Provide administrative assistance to the Artistic Director as required

##### **Event Management**

- Coordinate and oversee all the preparation and information necessary for artists' visits to the Festival (travel & hotel bookings, rehearsal schedule, work permits, Foreign Entertainers Unit Tax, venue hire and liaison)
- 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 practical / technical aspects of the Festival
- Management of delegate / visitor programmes as required
- To have responsibility for the efficient operation of the Festival's Front of House Team
- To work together with the Marketing Director and Development Manager to produce funder receptions and other events as required

##### **Health and Safety**

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

##### **Board Secretary**

Clerk to the Board ensuring that 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 so as to ensure that the Festival is delivered within budgets approved by the Board
- 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
- An understanding of and commitment to the values of the arts world
- 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
- Skills in formulating and implementing plans of work
- Excellent organisational and administration skills
- Excellent interpersonal and communication skills (written, face to face and oral)
- Ability to work under pressure and to deadlines
- Ability to think imaginatively, creatively and innovatively
- Ability to problem solve

### **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