

Festival Coordinator Job Description

Salary: £23,000 – £25,000 (dependent on experience)

Contract type: Full time, permanent (subject to a successful six-month probation review). Some evening and weekend working required. Flexible hours and some remote working possible.

Location: The **hcmf//** office is located at University of Huddersfield, Queensgate, Huddersfield HD1 3DH. We operate a hybrid working model with staff based in the office for 80% of their contracted hours as standard.

Closing date: Wednesday 2 April, 5pm

Interviews will be held on Thursday 10 and Friday 11 April 2025 at the University of Huddersfield.

About hcmf//:

Huddersfield Contemporary Music Festival (**hcmf//**) is the UK's largest international festival of new and experimental music, taking place over 10 days each November and featuring 50+ events – including performances, installations, exhibitions, talks and workshops – as well as a year-round Learning & Participation programme. **hcmf//** aims to provide life-changing and unique artistic experiences to as wide an audience as possible; to be an international platform for new music and related contemporary art forms in the UK; to enthuse existing audiences and draw in new ones through adventurous programming and diverse, informed presentation; to provide innovative creative opportunities for all; to reduce our environmental impact and make progress towards sustainability; and to be an ambitious, dynamic participant within our cultural community.

Job Purpose:

To support the Executive Producer in the day-to-day running of the organisation and delivery of the annual festival, ensuring that **hcmf//** presents a programme of the highest standard; that we maintain and develop our profile; and that we reach the widest audience possible.

Reporting to: Executive Producer

Job Description

Event Management:

- Assist in the preparation of all information necessary for artists' visits to the Festival, including travel & accommodation bookings and schedules
- Assist in the preparation of detailed artists' contracts
- Recruit and coordinate the Festival's volunteer team (under the guidance of the Executive Producer)
- Prepare risk assessments and ensure that event Health & Safety/Security requirements are complied with
- Assist with coordination of delegate programmes as required
- Work together with the Marketing team and Executive Producer to produce funder receptions and other one-off events as required
- Undertake Front of House duties as required

Marketing Support:

- Liaise with artists to source copy and images for the Festival's publicity materials
- Assist with administration of the Festival's complimentary ticket list
- Upload content to online platforms / listings sites as required

Office Administration:

- Day-to-day administration, including dealing with post and general telephone/email enquiries
- Contribute to the evaluation of the annual festival and year-round projects (including data collection and analysis)
- Financial administration, including raising invoices, actioning payments, and preparing information for quarterly VAT returns
- Administration of open calls, including receiving, filing and responding to applications
- Ensure relevant documents are distributed and necessary arrangements are made for Board meetings as required
- Manage VIP/invitation lists, mailings and RSVPs as required
- Contribute to the administration of fundraising initiatives as required
- Provide administrative support to the Artistic Director & Chief Executive as required

General:

- To undertake special projects and other tasks not listed above as reasonably required, including evening and weekend work
- To represent **hcmf//** at local meetings and events as required, and to be an active and positive ambassador for the Festival on a day-to-day basis
- To adhere to **hcmf//**'s policies and procedures, including Employment Rights, Equal Opportunities, Safeguarding, Data Protection & Privacy, Health & Safety and all other statutory requirements
- To contribute to **hcmf//**'s understanding of and commitment to equality, diversity and inclusion
- To contribute to **hcmf//**'s understanding of and commitment to environmental responsibility, particularly in relation to the arts sector
- To lead by example in exemplifying **hcmf//**'s mission and values

Person Specification**Essential:**

- Demonstrable understanding of, and commitment to, our mission and values
- Ability to work collaboratively as part of a team, with a positive approach and manner
- Ability to manage own workload and to work independently to agreed deadlines
- Ability to problem solve and to think imaginatively, creatively and innovatively
- Outstanding organisational and administration skills, including excellent attention to detail and the ability to work with a high degree of accuracy
- Excellent interpersonal and communication skills
- Excellent IT/Microsoft skills, particularly Excel
- Demonstrable commitment to equality, diversity and inclusion
- A desire to learn

Desirable:

- Interest in a diverse range of new and experimental music
- Experience of working in arts administration

How to apply

To apply, please submit the following:

- A cover letter (max. 2 pages) or video/audio file (max. 3 minutes) outlining your suitability for the role
- A CV demonstrating your recent and relevant experience (max. 2 pages)
- A completed monitoring form

Please send your application to **Laura Firby** at l.firby@hud.ac.uk.

Please include the title of the post you are applying for in the subject line of your email.

Applicants will be shortlisted and selected for interview based on the essential criteria listed above.

We recognise that many people have faced barriers to opportunity and experience due to racism, being disabled and/or neurodiverse or for socio-economic reasons, and guarantee an interview to candidates from significantly under-represented groups who meet the specified minimum requirements of the role. If this applies to you, we invite you to tell us (and on what grounds) when you submit your application.

This is voluntary, and any such information will only be seen by people directly involved in shortlisting and interviewing. In line with our Data Protection and Privacy Policy, this information will only be used as specified above.

Please note: **hcmf//** is unable to offer sponsorship for Skilled Worker visas, and applications can therefore only be accepted from candidates who have permission to work in the UK.

If you have any questions about this role or the application process, please contact Roisin Hughes at r.hughes@hud.ac.uk