

LAKE DISTRICT SUMMER MUSIC

Job Description

Festival & Academy Officer

Main Purpose of Role

To deliver LDSM's programme of high quality arts and education events through the year.

This new post is being created to allow LDSM to evolve and to develop its offering to participants attending our courses and workshops, and to the public who attend our Festival events. A key objective of the appointment is to release time to enable the Senior Executive Officer to devote time to this evolution.

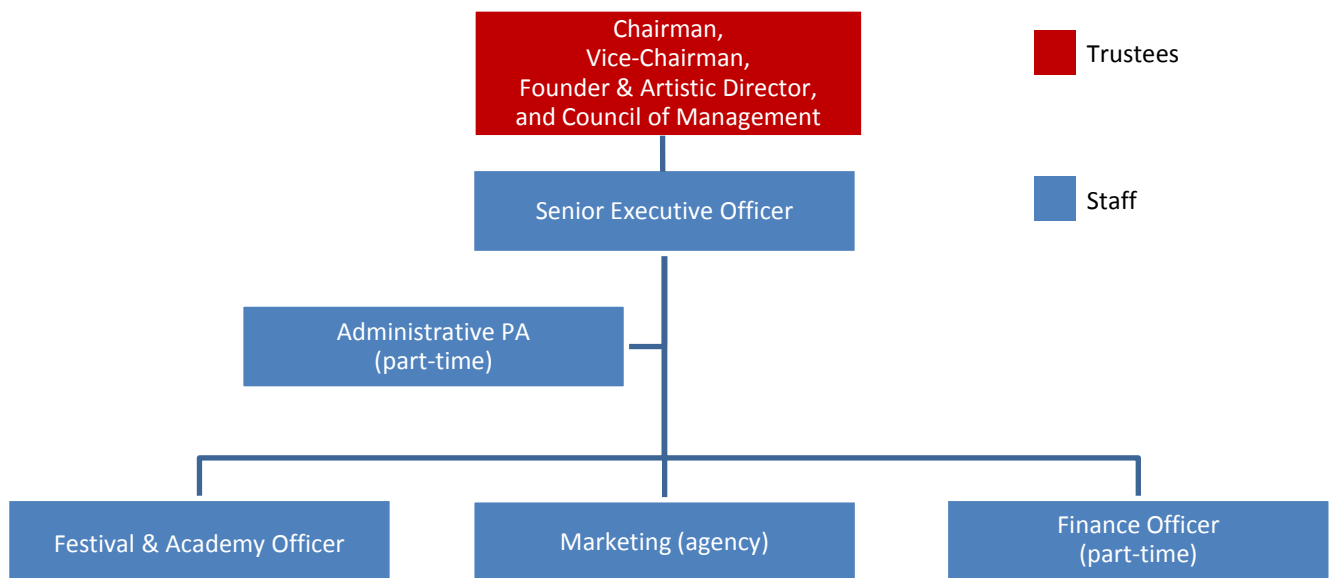
Background

Lake District Summer Music believes in the power of music to change lives. We seek to continue to add a distinct and compelling musical focus to the rich cultural heritage of Cumbria. Our festivals bring international artists to beautiful venues in the Lake District and Cumbria, attracting local, national, and international audiences. Integrated with these festivals, our summer schools and educational projects provide young musicians with the high quality training and public performance opportunities they need to succeed.

Current activities:

- With chamber music at its heart, the **International Festival** profiles world-class artists who would not otherwise be heard in the region. Programming includes national and world premieres.
- The **International Summer Music Academy** provides intensive and distinctive teaching for emerging professional musicians combined with career development opportunities.
- The **Young String Venture** provides string instrumental tuition, chamber music, orchestral experience and musical activities to children aged 6-18.
- **4x4 Composer Residency** provides opportunities for four young composers to work with professional ensembles and leading composers in workshops, performances and future commissions.
- **Music from a Foreign Land** introduces diverse cultures through creative workshops and performances.

Organisational Structure:



Description of Role

Event Administration

- Establish availability and fee expectations of artists and venues as directed by the Artistic Director and Senior Executive Officer.
- Negotiate artist, venue and event logistics contracts as directed by the Artistic Director and Senior Executive Officer, ensuring that these negotiations are confirmed in writing.
- Ensure that artist and venue contracts are issued, under the direction of the Artistic Director and Senior Executive Officer, and that signed copies are secured prior to promotion of LDSM events.
- Ensure effective co-ordination and implementation of event logistics, e.g. schedules, rehearsals and event timings, instrument and equipment hire, work permit and FEU applications, as directed by the Artistic Director and Senior Executive Officer.
- Appoint Festival Team members and any other casual staff for all LDSM events in liaison with the Senior Executive Officer.
- Act as Team Manager for all LDSM events.
- Assist in the recruitment and encouragement of Festival volunteers.
- Manage Festival volunteer help effectively.
- Ensure all Festival Team members and volunteers understand and act within LDSM's Health & Safety Policy, Child Protection Policy and legal requirements.
- In liaison with the Finance Officer, ensure all Front of House payments, e.g. bar and merchandising sales, are appropriately recorded and securely stored until banked.

Course Administration

- Book tutorial and hospitality accommodation and co-ordinate detailed residency plans with accommodation providers.
- Appoint Course Directors as directed by Artistic Director.
- Establish availability of course tutors and workshop leaders, and negotiate and issue contracts as directed by the Artistic Director, Course Directors and Senior Executive Officer.
- Deal with all enquiries relating to LDSM courses and other workshop projects.
- Process, acknowledge and administer all applications to LDSM courses and workshops.
- In liaison with the Finance Officer, ensure all course payments are securely stored, banked, recorded on the course database and receipted.
- Co-ordinate the allocation of bursaries in liaison with the Artistic Director and Senior Executive Officer.
- Co-ordinate registration of all students and workshop participants.
- Communicate effectively, and in a timely manner, with course and workshop participants regarding all aspects of course logistics, including preparation of course handbooks.
- Ensure daily course timetables are issued in a timely manner in liaison with the Artistic Director.
- Secure artist and programme information for LDSM Young Artist events from the Artistic Director and other artistic staff as required.
- Ensure timely preparation of LDSM Young Artist concert programmes.
- Ensure relevant information on course and workshop participants is passed effectively course leaders and tutors.
- Ensure all Summer School Directors and Tutors understand our Health & Safety and Child Protection obligations and are aware of other relevant policies.

Box Office Administration

- Ensure LDSM maintains an effective and professional Box Office system.
- Manage the setting up of the Box Office system.
- In liaison with the Senior Executive Officer, appoint and manage Box Office staff in a timely manner
- Provide and/or co-ordinate training for Box Office staff.
- Work closely with external venue box offices, agencies and resellers to guarantee sales integrity.
- Oversee the day-to-day operation of the Box Office ensuring accuracy of information and maintenance of the system.
- Ensure LDSM complies with its Data Protection obligations, and ensures compliance in respect of LDSM's dealings through other associated agencies.
- In liaison with the Finance Officer, ensure all box office payments are securely stored, appropriately recorded on the Box Office system and banked.
- Oversee the reconciliation of sales data with Box office banking records.
- Assist in preparation of reports on sales through the Box office system.

Other duties

- Provide frontline contact for general enquiries in absence of Administrative PA.
- Assist the Senior Executive Officer in the preparation of fundraising applications.
- Perform any other duties as can be reasonably expected as directed by the Chairman, Artistic Director or Senior Executive Officer.

Person Specification

Essential:

- Experience of working with others to deliver high quality events on time and within budget
- Shows initiative and an innovative approach to problem solving
- A sound knowledge of classical music
- Excellent teamworking and interpersonal skills
- Strong written and verbal communication skills
- Highly motivated
- Ability to work to tight timescales
- Ability to prioritise effectively
- Ability to act decisively, and with authority, within a rapidly changing environment
- Firm, persuasive and polite manner
- Attention to detail
- Strong IT skills, in particular in word processing, spreadsheets and databases

Desirable:

- Adaptive to situations: can handle people of all capabilities and attitudes
- Experience and understanding of Databox (Provenue/Tickets.com) Box Office system
- Understanding of charity finances
- Experience of liaison with auditors
- Experience in education
- Understanding of fundraising

Reporting to: Senior Executive Officer

Hours of work: 9am-5pm, with some evening work required on occasions and during delivery of LDSM events

Annual Leave: 22 working days paid holiday per year, plus all statutory, public and bank holidays.

Salary: Negotiable

Terms: Full-time, permanent

Probationary period: Three months

Expenses: Reasonable travel and other agreed expenses incurred while carrying out the employer's business

LDSM is an evolving organisation which, as a Registered Charity, has responsibilities to funding bodies such as Arts Council England, with whom we are a Regularly Funded Organisation. As a result of this evolution and these responsibilities, it is possible that this Job Description will be amended as LDSM adapts to the future.

Applications

Applicants should write enclosing a completed application form and covering letter providing evidence of their ability to perform effectively in this role. You may include other documentation such as a CV if you wish. Names and full contact details must be provided of two referees – one of these should be your existing employer. References will be requested in advance of interviews unless otherwise stated. If you do not wish us to contact your existing employer you must provide the name and contact details for an additional referee who can comment on recent work.

Applications should be sent to:

Andrew Lucas
Senior Executive Officer
Lake District Summer Music
Stricklandgate House
92 Stricklandgate
Kendal
LA9 4PU

Deadline for receipt of applications: **12noon, Monday 15 February 2010.**

Interviews will take place on **Monday 1 March 2010.**