

Job description for Surrey Hills International Music Festival (SHIMF) Festival Manager July 2023

Employment details

Remuneration: £22.50 per hour

Contract: Self-employed, part time, Sept-June annually (see Additional Information below)

Hours: 15 hours per week, with some additional hours including evenings required during May festival fortnight; flexible working hours to suit successful candidate

Reporting to: Chairman of SHIMF Management Committee

Location: Surrey-based, working from home

Closing date: 28 July 2023

Interviews: Week beginning 14 August 2023

Purpose of Job

- To play a vital and leading role in the planning, marketing, and delivery of SHIMF's high calibre, varied and exciting annual programme of events in the Surrey Hills.
- To work alongside our dedicated Management Committee to develop further the Festival's growing profile and audience reach.
- To maximise income generation through marketing, sponsorship, and fundraising strategies.
- To manage effectively the operational and admin functions of the organisation.

Duties

Artistic Programme

- Work with the Chairman and Artistic Director to ensure the Festival's programme is implemented in line with its aims and budgets.
- Negotiate and issue artist, venue, and commission contracts, in consultation with Chairman and Artistic Director.

Event Management

- Co-ordinate all necessary advance planning and logistical/technical arrangements for artists, venues and other providers and partners.
- Co-ordinate Festival Volunteers to ensure adequate staffing of all events.
- On-the-day event management (including evenings where necessary).
- Manage additional projects as agreed with Management Committee including occasional fundraising events, biennial Young Composer Competition, and outreach activities.

Marketing/PR

- Work with Chairman and SHIMF's local/national PR representatives to develop and implement an annual PR strategy.
- Work with Chairman on production/distribution of press and marketing materials including season brochure, posters/banners, adverts, mailings, press releases and articles etc.
- Manage SHIMF's social media presence and assist responsible committee member with regular updating of SHIMF website.

Development

- Assist Chairman in the smooth running of the Festival Friends scheme.
- Assist Chairman in the development and implementation of fundraising strategies, and in the management of donor/sponsor relationships.
- Assist Chairman in networking and developing partnerships with other local and regional organisations.

Financial

- Monitor budgets to ensure that each project or concert remains on budget and that any deviation is discussed immediately with Chairman.
- Assist responsible committee member with the set-up and running of SHIMF's online box office.
- Assist Festival Treasurer as required, including processing and issuing of invoices.
- Assist Chairman with fundraising applications to charitable trusts and other grant-making bodies.
- Secure advertisers for May programme book.

Administration

- Take responsibility for general correspondence, enquiries and other admin as requested by Chairman.
- Maintain and develop SHIMF databases ensuring compliance with legislation and good practice.
- Service Management Committee and attend all Management Committee meetings and Sub-Committee meetings where appropriate, including preparation of Festival Manager Reports when required.

Monitoring and Evaluation

Ensure the prompt evaluation of overall delivery of festival programme in collaboration with Chairman and Management Committee.

Additional information

This job description is not intended to be exhaustive. The successful candidate will be an enthusiastic and committed individual with a flexible approach to their duties and the ability to adapt to the needs of the festival during busy periods. In-person attendance at meetings and events will generally be in the Guildford/Dorking area.

The contract will initially cover the period Sept 23 – June 24, with the intention that, subject to satisfactory annual reviews, it should be extended on a year-by-year basis, creating the opportunity for the Festival Manager to develop and enhance the role according to their own skills and strengths.

If you have any further queries, please contact:

Julia Pearson, SHIMF Chairman
julia@shimf.co.uk

Person Specification

1. Education, Training & Work Qualifications	Method of Assessment
Essential: Minimum 3 years experience of managing or working in a professional arts or marketing organisation.	CV, Personal Statement (PS), Interview
Evidence of commitment to personal training and development.	Interview
Desirable: Degree or relevant equivalent qualification in arts or business management.	CV
2. Knowledge	
Essential: Knowledge of the county of Surrey and awareness of its arts institutions	PS, Interview
Some knowledge of and a strong interest in classical music	PS, Interview
Desirable: A practical understanding of working for a registered charity.	PS, Interview
3. Skills and Abilities	
Essential: Track record in originating and managing projects from inception to completion. Excellent communication skills. Excellent time management skills. Excellent writing skills. Competence in using IT packages eg Word, Excel, Outlook and access to own desktop or laptop computer.	CV, PS, Interview PS, Interview PS, Interview CV, PS, Interview CV, PS, Interview
Desirable: Experience in updating WordPress-based websites. Competent and imaginative social media skills. Use of Adobe desk-top publishing and design tools (In-Design, Photoshop).	CV, interview CV, Interview CV, Interview
4. Relevant Experience	
Essential: Some experience of marketing and/or promoting events. Working in partnership and developing relationships with a range of organisations. Experience of budget planning, management and reporting, including liaison with funders	CV, PS, Interview PS, Interview PS, Interview
Desirable: Experience of measuring and evaluating arts activities Experience of serving a Board or similar governance arrangement Demonstrable track record in fundraising from a variety of sources Track record of creating strong strategic partnerships and joint working arrangements	PS, Interview PS, Interview PS, Interview PS, Interview
5. Other requirements	
Valid UK driving licence and own car.	PS

General conditions:

As it is unlawful to employ a person aged 16 or over who does not have permission to live and work in the UK, you should also state in your application if there are any restrictions to your working in the UK. If there are, please state if you hold appropriate work visa/permits for the full term of this job. If we offer you a post, you will need to provide one of the following documents:

- A) Your passport or birth certificate (for UK citizens only).
OR
- B) A document providing your permanent National Insurance Number (eg P45, P60) **plus one of the following**: birth certificate (issued in the UK, Ireland, Isle of Man or Channel Islands), Certificate of Naturalisation as a British Citizen, letter from Home Office granting indefinite leave to remain in the UK, Residence Permit.
OR
- C) **Your work permit, plus** one of the following: a passport or other travel document that shows leave to enter and take up work in the UK, letter from Home Office proving right to enter and take up work.

GDPR 2018:

Your application information will be held on manual and computerised files for relevant employment-related purposes.