



Festival & Artist Administrator (Part-Time)

Contract: Part-time, fixed term May-September 2022

Working Pattern: average of 2 days per week until 18th August, full time 19th-29th August, and part time 1 day per week 30th August - 30th September

Location: All Festival staff work remotely. During the Festival, we are based at The Festival Hub, Southwell Minster, NG25 0HD

Salary: £20,000 - £23,000 (pro-rata)

About Southwell Music Festival

Southwell Music Festival (SMF) is an annual, six day music festival taking place every August, featuring some of the country's finest professional classical singers, instrumentalists, and solo artists. We exist to celebrate the joy of live music, raise the profile of the town and its magnificent mediaeval Minster, and to inspire and support local musicians – especially young people. Beyond the core programme, our 'fringe' events allow us to showcase local talent, and explore other genres including jazz and folk. We also run an Apprentice scheme for recent music graduates; take on young festival producers; and run masterclasses, family concerts, and a large-scale 'Come & Sing'. Not only is the high standard of music making celebrated, but everyone involved looks forward to the camaraderie and the 'buzz' of being part of such a great team and community.

By kind permission of the Dean and Chapter, Festival performances are centred at the Minster, and in the historic State Chamber of the Archbishop's Palace.

The Role

Southwell Music Festival ('the Festival') seeks an exceptionally organised part-time administrator to support the Festival Management team with artist management and general administration. This key role sits within a dedicated team of staff and volunteers.

Person Specification

Essential

- Exceptional administrative and organisational skills
- Excellent communicator with a friendly and professional manner
- Proven ability to deliver work consistently and efficiently under pressure
- Excellent attention to detail
- Confident at working with senior creative and management teams, artists, agents and customers
- Experience in a customer facing role
- Passionate about the arts

Desirable

- Knowledge and/or previous experience of online database and ticketing systems, in particular Salesforce and TicketSource
- Knowledge of Southwell and the surrounding area
- Full Driving Licence and use of a car (during the Festival)
- Experience of working with Stage Managers (e.g. on stage or in a concert setting)
- First Aid Qualification
- Experience of working with young people

Reporting to

General Manager (GM)

Key relationships

Festival Committee

Artistic Director (AD)

Festival Makers (our team of young people who support with logistics during the Festival)

Key Responsibilities

May - August:

- Act as the main point of contact for all Festival artists
- Support GM with contracting all artists
- Ensure that the artist database is kept up to date
- Load ticketing data to Festival Box Office software
- Monitor ticket sales, reporting frequently to GM
- Assist Friends team with ensuring that the database remains up to date
- Support GM with scheduling of artist transport
- Ensure that Festival Hosts are provided with details of artists and any clashes resolved
- Support GM with allocating accommodation to artists/hosts and distributing details.
- Support AD + GM with finalising festival Artist Schedule and distributing to artists.
- Gather marketing materials [plus other artistic information as required] from musicians and artistic team on behalf of the Souvenir Programme editor and marketing team.

During the Festival Week in August

- Manage the Festival 'Hub' - a key point of contact with customers and the Festival's Box Office
- Liaise with arriving artists to ensure that their needs are met
- Create 'daily sheets' for Festival team
- Support GM in management of Festival Makers and their rota
- Support AD & stage manager to ensure that rehearsals run smoothly
- Support Front of House Manager with concert logistics as required
- Deputise for GM where necessary

Employment Information

Terms of Employment

This is a fixed term, part-time contract, subject to a 1-month probationary period. The role is part-time with an average of 2 days per week until 18th August, full time 19th-29th August, and part time 1 day per week 30th August - 30th September 2022.

Holiday Entitlement and Benefits

20 days per annum (pro rata) plus public and bank holidays. Employee Pension Scheme. No holiday may be taken during August. Travel expenses to and from Southwell will be reimbursed, and accommodation and meals will be provided free of charge during the Festival.

Hours

Normal office hours are 10.00 to 17.30 Monday to Friday but you may be required to work outside of these hours, particularly during the Festival Week.

Application Process

Please submit a CV and covering letter (no more than two sides of A4 each) to recruitment@southwellmusicfestival.com outlining your suitability for the role and what interests you about working at Southwell Music Festival.

Please include details of two referees and whether or not you would be happy for us to contact them prior to the interview.

The closing date for applications is **5pm on Monday 2nd May 2022**. Interviews will take place during the week beginning 9th May.

For an informal conversation about the role, please contact Sarah Rennix, General Manager:
E: SAR@southwellmusicfestival.com
T: 07963 143120

Please note that this Job Description is intended to be a list of key tasks and responsibilities. It is not exhaustive and remains subject to change.

Southwell Music Festival, 47 Easthorpe, Southwell, NG25 0HY Southwell Music Festival Limited is a company registered in England and Wales and limited by guarantee with n°: 8361306. Registered charity n°: 1153135.

