

## **Lewes Chamber Music Festival – Festival Manager / Administrator**

### **The Brief**

Lewes Chamber Music Festival seeks an experienced and enthusiastic Festival Manager / Administrator to plan and deliver the Annual Festival in Lewes in June and manage the Christmas Fundraising concert.

### **Overview**

Lewes Chamber Music Festival is an annual Festival taking place each June in Lewes, East Sussex. Formed in 2012 by violinist (and Artistic Director) Beatrice Philips, the Festival brings together approximately 20 musicians for a week of intensive rehearsals culminating in 3 days of concerts, in various venues around Lewes. The Festival operates as a Charitable Incorporated Organisation, and has an active board of trustees.

**Organisational Structure:** The Artistic Director engages the musicians and arranges the rehearsal venues and rehearsal schedule. The Festival Manager / Administrator takes overall responsibility for the all other aspects of production of the Festival. The detailed organisation of some aspects is handled by others and managed/overseen by the Festival Manager and Artistic Director.

### **Schedule of Services to be provided**

#### **Festival Management**

- To work with the Artistic Director to make the Festival happen
- Management of the smooth running of the Christmas Concert, including the marketing, ticketing and fundraising
- Confirm details of programme with AD, liaise with and book concert venues, Concert Piano hire, technical requirements including insurance and Temporary Event Notices
- Liaise with and contract musicians, book festival house, festival cook, arrange accommodation with Festival hosts for the musicians during their stay in Lewes
- Work with and develop relationships with the Festival's 'in kind' sponsors
- Manage Festival Volunteers and oversee production of 'masterschedule' with the head volunteer
- Manage box office and ticket sales
- Do, or ensure that someone else does, a host of tasks large and small, including submitting information to the Performing Rights Society and keeping the Festival's management team informed on the Festival's progress
- Manage the day-to-day activities of the festival itself in June, liaising with AD, musicians, volunteers, venues etc for each concert

#### **Finance**

- Prepare the budget for the Festival and, after the Festival, report progress and outcome to the Artistic Director & Trustees
- Make grant applications to public, private, charitable and corporate funders, reporting post-Festival to those who make grants
- Monitor expenditure and funds received
- Oversee the 'match-funding' campaign keeping track of income on the spreadsheet and thanking the individual donors

#### **Marketing**

- Prepare a marketing and PR plan for the Festival working with Festival Artistic Director and Local Marketing Co-ordinator, including schedules of social media as well as paid advertisements and listings, ensuring no opportunities are missed, and all strategies are thought of
- Come up with creative marketing ideas
- Organise the design of all the major print using the Festival's designer
- Draft the Festival flyer, submit it to the Artistic Director for approval and see it through the design and printing process
- Collate and oversee the design for the Festival programme book

The Role is Freelance and reports to the Artistic Director and the trustee, working closely with the Artistic Director on matters related to the Festival.

The role will start in October 2018, the first event will be the Christmas Concert.

Fee: The fee is up to £7500 depending on experience and subject to negotiation. It will be paid in three instalments.

### **Knowledge, experience and skills required**

The successful candidate is likely to be:

- A formally educated musician (desired – not essential) with a particular interest in management and the widest possible chamber music repertoire
- Experienced in managing short and intensive smaller scale festivals and concerts
- Experienced in budget setting, management and reporting
- Experience of fundraising
- Highly organised, practical and resourceful and self motivated
- Possessed of excellent written and verbal communication skills
- Well-versed in IT skills across all applications in particular google spreadsheets and social media
- Able to work at evening and weekends as required
- Creative and enthusiastic about finding new ways to develop and build on the success and excellent reputation this young Festival has already accumulated.