



We are looking for a Festival Manager

Patron: John Rutter CBE

Artistic Director: Dr David Hill MBE

The Charles Wood Festival of Music and Summer School (CWFMS) Festival Manager (1-year initial contract)

Location:

The Charles Wood Festival of Music and Summer School is centred in Armagh. However, the successful candidate does not need to be based in Northern Ireland and may work remotely.

The Festival Manager will attend monthly board meetings, which generally take place on the third Monday of each month. Most of these are held on Zoom, with 2-3 in-person meetings per year. They will also attend key events in our annual programme, including the Song Competition held in March and the Summer festival which extends across a week in August.

Hours:

24 hours per week

Salary:

£18k per annum (£30k pro rata)

Summary:

We are seeking a Festival Manager for an initial contract of one year, pending review after four months. The role's primary responsibility is to support the Board in the day-to-day operation of the Charles Wood Festival of Music and Summer School.

The Festival Manager is answerable to the Chair and Board of the Charles Wood Festival. This is a 30-year-old organisation with an enviable reputation and sacred music at its heart: in particular, the music of Charles Wood. Furthermore, it prides itself in its cross-community ethos and involves the four main churches in Armagh. Our ideal candidate will be enthusiastic about what we do, and be able to communicate effectively with a musically-knowledgeable core audience.

Applications:

To apply, please send a CV of no more than 2 pages (including 2 references), and a covering letter outlining why you would be suitable for the role to the Festival Chair, Richard Yarr MBE: chaircwfss@gmail.com Informal enquiries about the role may be directed to Richard in the first instance.

Closing date: 12 noon, Tuesday 31 October 2023

Interviews: Tuesday 7 November 2023, in Armagh

Start date: We hope that the successful candidate will be able to begin as soon as possible and no later than Tuesday 6 December 2023.

Job Description: Festival Manager

Background

The Charles Wood Festival of Music and Summer School (CWFMS) is a cross-community festival focusing on sacred music, particularly the music of Charles Wood. It takes place each August and runs for 1 week. The thirty plus events include services, concerts, workshops and broadcasts. Two choirs – the Charles Wood Singers and Charles Wood Girls' Choir – are recruited both in the UK and the Republic of Ireland, and spend the week preparing a challenging and imaginative programme of music. To facilitate this, our staff include the internationally renowned choral director David Hill and vocal coach Paul Farrington. Public workshops and private lessons enable the general public to benefit from their expertise. We also provide platforms for young singers and instrumentalists to perform during the festival and at concerts throughout the year. In 2024 we will host our 6th Charles Wood International Song Competition, which offers prestigious recital opportunities, monetary awards and valuable feedback, whilst also promoting the song repertoire of Charles Wood.

Event Dates: The 2024 Festival will run from Sunday 11 August – Sunday 18 August inclusive.

Dates for the 2024 Song Competition have not yet been finalised.

Duties: General office administration to include:

Finance

- Compiling grant applications to the Arts Council of Northern Ireland, local council and a range of Trusts for Board sign off.
- Preparing and agreeing budgets and providing periodic progress reports
- Ensuring that all contributions made by Friends and sponsors are gift aided
- Maintaining and developing relationships with existing sponsors and Friends of the Charles Wood Festival and Summer School
- Sourcing additional sponsors and Friends
- Writing reports for our sponsors

Publicity

- Producing and distributing publicity brochures, flyers, posters and banners
- Preparing press releases, and ensuring we receive publicity on radio and in print
- Maintaining our website and using social media, email, and other platforms to promote the festival.

Event Planning

- Liaising with staff and singers of the Charles Wood Summer School
- Organising accommodation and catering for staff and singers
- Organising travel requirements for staff and singers
- Organising the Charles Wood Song Competition
- Ordering or photocopying music; returning hired music
- Booking staff and venues
- Producing event programmes
- Ensuring that the data privacy notice/data protection policy is correct and up to date
- Ensuring health, safety and insurance regulations are followed
- Ensuring that child protection policies are updated and implemented
- Ensuring that disability access meets current standards
- Attending the main Festival, Song Competition and other events, and assisting the Festival Board in the running of these programmes.

Person Specification:

Skills and Characteristics	Essential	Desirable
Experience in a customer-facing role	√	
IT literate, with a good knowledge of Microsoft Word and Excel	√	
Understanding of updating and managing websites, and social media	√	
Experience of working with volunteers		√
Self-motivated and able to prioritise workloads to meet deadlines	√	
Experience of budget monitoring and following financial procedures	√	
Organised and efficient; motivated to establish and follow processes	√	
Attention to detail	√	
Knowledge and interest in classical music and in particular choral music		√
Personable and friendly, and able to communicate with a range of people	√	
Full, clean driving licence		√

Terms of Employment

This is a part time position, and the 24 contracted hours, may be spread across a week at the post-holder's discretion. Some flexibility is required for board meetings and longer hours will be expected during the festival period. The post-holder will submit detailed time sheets each month to the board. Time of in Lieu [TOIL] will operate for additional hours worked above the contracted 24 hours. The annual holiday allowance is 15 days per annum. It is expected that the post holder will not take holidays during the week running up to the Song Competition or Festival, nor dates of the Song Competition or Festival itself. There is a four-month probationary period for this post.