

EVENTS & PROGRAMME CO-ORDINATOR (maternity leave cover)



WELCOME FROM THE CO-DIRECTORS

We're delighted that you're interested in the Events & Programme Co-ordinator role at Wiltshire Music Centre (WMC).

It is an incredibly exciting time here. The leadership team has recently been invigorated with our appointment as Artistic and Executive Directors.

We are working together with the skilled team to create a new vision for the Centre, where our music, Creative Learning and Community programmes are supercharged: exciting, relevant and reflecting the needs of our communities, artists and audiences.

Our space is unique: we are a 300 seated concert hall in Bradford on Avon in the heart of rural Wiltshire and since we opened in 1997, we've built an enviable reputation as a professional concert hall of exceptional quality, rooted in community participation and involvement.

Our cross-genre music programme runs from classical to jazz, folk and contemporary music, with artists like the Doric String Quartet, Orchestra of the Age of Enlightenment and Sam Sweeney having close relationships with the Centre. Learning and music creation happens in every space - music-making opportunities for exceptional young musicians,

community groups and our group for disabled young adults brings our space to life every week.

WMC will be changing and growing quickly over the next few years - with exciting developments, new music and artistic changes meaning this is an exciting time to join the organisation for someone who is interested in working somewhere fast, dynamic and creative.

We hope that you share our passion for music and music-making. Music, and the arts, are essential - and we want to ensure we're at the heart of our communities for years to come.

We look forward to hearing from you.

Daniel Clark and Sarah Robertson

Artistic Director and Executive Director

THE ROLE OF EVENTS & PROGRAMME CO-ORDINATOR (maternity leave cover)

ROLE SUMMARY

We're offering an opportunity to join our small and vibrant team as Events & Programme Co-Ordinator (12 months fixed term – maternity leave cover). This full-time role is ideal for a detail-oriented individual with a confident communication style and excellent administration skills.

As Events & Programme Co-Ordinator, you'll play a central role in a thriving live music venue and be capable of juggling multiple projects in a dynamic environment.

You'll be supporting event co-ordination and delivery, working with both the Operations and Artistic Programming team on a variety of organisational and administrative tasks.

From responsibilities like liaising with performers and commercial hires, booking suppliers and planning event activity, to assisting with event staffing and managing contracts for commercial hires, this is a great opportunity for someone with previous experience of working in a venue or on live events and who has a natural can-do attitude.





ROLE SPECIFICATION

EVENT CO-ORDINATION & DELIVERY

- ✓ Lead on show advancing; liaising with visiting performers and commercial hires to confirm the details and requirements of their event and ensuring our Technical, Facilities and Concert team are appropriately prepared and briefed for the show.
- ✓ Liaise with and book suppliers who provide event services such as artist hospitality, accommodation, piano tuning and page turning.
- ✓ Use our venue management software (Yesplan) and ticketing (Spektrix) to effectively plan event activity at the venue.
- ✓ Work with the Programme team and various stakeholders to manage all the logistical and venue arrangements for the annual Bradford Roots Music Festival and other similar festivals and events as required.
- ✓ Work with the Senior Operations Manager and Volunteer Coordinator to ensure events and activities at the venue are appropriately staffed.
- ✓ On occasion acting as the Concert Manager leading event delivery, briefing the concert team and ensuring the smooth running of events.
- ✓ Implement WMC's policies and procedures including Health & Safety and Safeguarding requirements and ensure our event teams are properly briefed
- ✓ When needed, support the Facilities Manager with venue setup ensuring we are ready for events and bookings.
- ✓ Participate in and support the delivery of the weekly event review meeting, regular Concert Manager team meeting and any other relevant team meetings.
- ✓ Administer requests and manage contracts for commercial hires, liaising with the Programming team to ensure no clashing and maximising income.
- ✓ Support the Artistic Director with programme related admin such as contracting and budgeting.

PROGRAMME PLANNING

FINANCE & BUDGETING

- ✓ Keeping budgets up to date, progressing invoices, supporting with PRS processes and other related finance admin.



"Without West of England Youth Orchestra (WEYO), I would absolutely not be at music college, pursuing music as a career... I started ten years ago and the support in the past ten years has been unforgettable."

Grace White, Clarinet

PERSON SPECIFICATION

EXPERIENCE

- ✓ Excellent all-round administrative and computer skills, including Microsoft Office
- ✓ Experience of booking suppliers and freelance staff
- ✓ Experience of delivering great customer service and a commitment to providing excellent service
- Experience of co-ordinating and
- ✓ working with people/teams
- ✓ Experience of managing Health and Safety and emergency procedures
- Experience of co-ordinating public-facing events
- ✓

ESSENTIAL SKILLS & QUALITIES

- ✓ Sound numeracy skills, ability to reconcile cash takings
- ✓ Excellent time management skills: ability to manage multiple priorities, work under pressure and meet tight deadlines
- ✓ Thoroughness and strong organisational skills
- ✓ Ability to use initiative and work with minimum supervision
- ✓ A flexible approach to work and ability to work evenings.
- ✓ Right to work and live in the UK

- ✓ Excellent communication and interpersonal skills in person, on the phone and by email, and ability to relate to a wide range of people.

DESIRABLE SKILLS & QUALITIES

- ✓ Experience of working in a public venue and looking after audiences / participants / artists
- ✓ Some experience of working with young people, schools, community groups, volunteers and a varied range of stakeholders
- ✓ Experience of working for an arts venue
- ✓ Familiarity with Yesplan, Spektrix or experience with other Box Office / venue management systems (training will be provided as necessary)
- ✓ Knowledge of how live music events are produced and run
- ✓ Experience of advancing music events including liaising with promoters to gather technical specifications and riders



POSITION DETAILS

SALARY

£24,425 per annum

CONTRACT

12 months fixed-term (maternity leave cover)

WORKING HOURS

Full time, 37.5 hours per week, and will often involve evening and weekend work

To start as soon as possible

REPORTING TO

Senior Operations Manager

PROBATIONARY PERIOD

3 months

WHAT WE OFFER

Complimentary tickets for WMC core performances

The People's Pension – contributions in line with statutory auto-enrolment



HOW TO APPLY & TIMELINE

Please send your CV and an accompanying cover letter (max. 2 pages) which outlines why you are interested and suitable for this role to:
recruitment@wiltshiremusic.org.uk.

Please include details of x 2 referees.

For an informal chat about the role, please contact **Chloe Edgell, Senior Operations Manager**

Chloe.Edgell@wiltshiremusic.org.uk

As an equal opportunities' employer, WMC is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership.

We aspire to have a diverse and inclusive workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join WMC.

TIMELINE

CLOSING DATE FOR APPLICATIONS

Thursday 10 July

INTERVIEWS

Friday 17th July





“Full house and an attentive audience... we greatly enjoyed our time at Wiltshire Music Centre and would very much like to return.”

Bournemouth Symphony Orchestra

