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## **Cambridge Summer Music Festival Administrator**

### **Freelance Part-time Position**

**Salary** £12K

**Reports to:** CSM Chair and Trustees

This is an exciting opportunity to make a mark at one of the UK's most renowned music festivals. The role focuses, in collaboration with CSM trustees and volunteers, on the preparation of and day-to-day administration of the main festival in July, as well as some further events outside of the festival season.

The position acts as the main point of contact for the festival and will assist in co-ordinating all concert schedules, venue liaison, contracting, marketing, PR, concert management and box office, as well as all other duties pertaining to the role.

### **About Cambridge Summer Music**

Since 1980, Cambridge Summer Music (CSM) has brought world-class music and musicians to Cambridge for the enjoyment of everyone in the city and the wider area.

CSM's annual Summer Music Festival makes an important contribution to the cultural life of our great city, with a programme of high-quality concerts in the second half of July including performances by outstanding soloists, chamber ensembles, choirs, orchestras and bands. Each year, we entertain around 15,000 local, national and international concert-goers of all ages and backgrounds.

We also present popular annual Spring and Christmas concerts and support talented young artists through new music commissions and performance opportunities. In the coming years, the trustees of CSM have pledged to increase their commitment to music awareness and education for children in the wider Cambridge area.

All our concerts are presented in historic and beautiful venues, including college chapels, city churches, concert halls and the Cambridge University Botanic Garden. These venues offer opportunities for audiences to visit and experience wonderful Cambridge places and spaces, such as College chapels and precincts, to which they might otherwise have little access.

Cambridge Summer Music is a registered charity and is led by its board of trustees.

## **CSM Festival Administrator Job Description:**

The duties of the Festival Administrator include:

- **General Administration**
  - Manage incoming emails including enquiries from the public, venues, agents & artists
  - Assist with the organisation of trustee meetings
- **Managing Artists**
  - In collaboration with Artistic Director, investigate artist availability and fees
  - Liaise with artists/agents and contracts.
  - Source promotional material from artists and arrange their concert day requirements
  - Ensure artist contracts are in place for all events
- **Managing venues**
  - Liaise with venues for bookings, risk assessment forms, and contracts.
- **Marketing**
  - In collaboration with other CSM team members and professional designer, organise marketing and promotional activities including advertising, print, website, e- mailings, press releases and social media.
  - Manage mailing database ensuring data quality, integrity and accuracy (observing GDPR laws).
  - Manage audience surveys and feedback
  - Brand Guardian – champion the brand, vision and values; ensure that all literature produced is consistent in tone, style and content.
  - Maintain and update the CSM website (a W0rdPress site).
- **Staffing**
  - Work with Executive Cttee to support them in areas including steward management and concert promotion
  - Hire and manage Festival Assistants
- **Box Office**
  - Manage CSM's dealings with online box office provider including providing all event and ticket info
- **Concert Management**
  - Oversee all front of house arrangements for events, with support of Exec Cttee and stewards
- **Finance**
  - Assist with preparation of annual budget
  - Monitor commitment/spend against budget
  - Check accuracy and forward invoices for approval for payment
  - Assist bookkeeper on finance related queries

## **Person Specification**

As the ideal candidate you are a team player, enthusiastic, articulate and methodical; with a hands-on approach and a willingness to participate in all aspects of CSM. You must display an excellent awareness and understanding of concerts and festivals and the benefits they bring to a community. You will also have a strong love of music, both personally and from an industry viewpoint.

**Essential**

- Previous experience of festival or concert administration preferably with a classical music focus
- Educated to degree level
- Excellent time management, ability to work to deadlines
- Exceptional customer service
- Ability to multi-task and prioritise
- Strong inter-personal skills
- Attention to details
- Excellent verbal and written communication skills, including copy-writing and accurate proof-reading
- MAC and PC literate

**Desirable**

- Previous experience of charity administration
- Working knowledge of the classical music industry

**How to apply:**

Please apply by emailing your CV and a covering letter (detailing how you meet the requirements of the person specification) to the Chair, Henry Edmundson at [henry.edmundson@cantab.net](mailto:henry.edmundson@cantab.net) by 14 January 2022.

CV and cover letter should be no more than two pages each.