

Job Title:	Cambridge Summer Music Festival Director		
Location:	Cambridge	Travel Required:	Some travel around the local area
Level/Salary Range:	Part-time £25,000 - £30,000 p.a. depending on experience	Position Type:	Avg. 2.5 days per week
Main Contact:	Henry Edmundson, Chair of the CSM Trustees info@cambridgesummertime.com	Date posted:	20/9/2022
		Posting expires:	31/10/2022
DBS checking	The appointment will be subject to an enhanced Disclosure and Barring Service check. Cambridge Summer Music Ltd is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.		
Applications			
Email applications only will be accepted			
To: info@cambridgesummertime.com			
Subject Line: CSM Festival Director			
Job Description			
Background information			
<p>Since 1980, Cambridge Summer Music (CSM) has made an outstanding contribution to the cultural life of our great city, with a summer festival, during the last two weeks of July, of high-quality concerts entertaining thousands of local, national and international concertgoers of all ages and backgrounds. CSM also stages seasonal events, such as its annual Christmas concert. All our concerts are presented in historic and beautiful venues, including college chapels, city churches, concert halls, country houses and open spaces such as the Cambridge University Botanic Garden. For reference, see https://cambridgesummertime.com.</p> <p>CSM is currently committed to broadening the diversity of its musical events and providing a more inclusive festival that better engages the wider community, as expressed in the following vision:</p> <p>“Cambridge Summer Music celebrates, creates and promotes a wide variety of musical events through the curation of an inclusive and inspiring annual festival and other seasonal events, to engage and unite the wider Cambridge community.”</p> <p>Cambridge Summer Music Ltd is a registered charity and is led by its Board of Trustees.</p>			
THE ROLE			
<ul style="list-style-type: none"> • Location: Cambridge, UK • Reports to: The CSM Board of Trustees • Direct Reports: CSM Executive Committee and FOH team • Purpose: The Festival Director must have the vision to programme and execute a wide variety of musical events while seeking sponsorship to ensure the financial viability of the charity. The Festival Director in conjunction with the CSM Board and executive team must ensure that over the next three years CSM fulfils its commitment to a wider vision, as expressed above. 			

RESPONSIBILITIES

- In collaboration with the CSM Board of Trustees and the CSM Artistic Adviser, create an exciting 2023 festival and other seasonal events that reflect the world-class nature of our artistic programmes and promote the new CSM vision.
- With the CSM Board of Trustees, lead CSM's fundraising and sponsorships, both for individual musical events and the charity's fixed costs.
- Map out the evolution of CSM, in terms of events, partners and sponsors for 2024 and 2025.
- Lead the CSM executive team in executing the 2023 festival and other musical events on time and on budget.
- Broker and maintain productive relationships with a broad range of partner organisations, including national agencies, venues, local education authorities, community groups and other cultural organisations.
- Manage and lead on CSM's safeguarding policies and ensure they are implemented and adhered to throughout the organization.

PERSON SPECIFICATION

Qualifications and Education Requirements

- Candidates should be educated to Degree Level.
- A music degree or equivalent would be desirable.

Relevant Experience

- Knowledge of the national musical scene in many genres.
- Significant experience programming, sourcing and managing high-quality artists, in a variety of musical genres.
- Significant experience seeking sponsorship for cultural events.
- Experience of successful fundraising and grant applications an advantage.
- A proven ability to execute a complex series of musical events on time and on budget.
- Significant experience working with a city-wide community.

Personal Skill Level

- Strong communication and influencing skills.
- Good presentation and interpersonal skills.
- Effective project management skills.
- Some marketing and communication experience.
- Good attention to detail, combined with first-class organisation and time management skills.

Disposition

- Work positively and proactively within a small, busy and successful team.
- Flexible, willing to work long hours during festival period and shorter hours at less busy times.
- Be a natural leader, with a strategic mindset and a flair for innovation, whilst also committed to being a team player.
- Active and passionate interest in the arts and music in particular.

- Demonstrate a high level of personal initiative and self-motivation, inspiring colleagues, Trustees, and donors through excellent leadership and people-skills.
- Sense of humour, persistence, reliability and resilience.