

# Peasmarsh Chamber Music Festival Trust

## Overview

The **Peasmarsh Chamber Music Festival Trust** supports the annual Peasmarsh Chamber Music Festival, which currently takes place annually over 4 days in June (20 – 23 June 2013), in Peasmarsh, East Sussex.

Peasmarsh Chamber Music Festival is directed by **Anthony Marwood** (violin) and **Richard Lester** (cello). They are internationally renowned musicians who tour all over the world throughout the year. They are responsible for all artistic direction of the Festival including all programming and repertoire choices, extending invitations to all guest artists, and the overall festival look, feel and identity. Anthony and Richard also perform with their guests during the festival.

The Festival is managed by a part-time freelance **Festival Manager**, a part-time freelance **Festival Producer**, and considerable voluntary support from the **Friends of Peasmarsh Parish Church** (FOPPC) who manage the Festival Box Office, festival food and other on-the-ground logistics, and the voluntary **Friends Administrator**. The breadth of the education programme varies, and is dependent on sufficient funds being raised each year.

The Festival Manager also runs the charitable company – The Peasmarsh Chamber Music Festival Trust - on a day to day basis, and is responsible for all company and financial management.

Peasmarsh Chamber Music Festival Trust is a company limited by guarantee and registered charity. Until April 2012, it was previously known as The Florestan Trust, which was established in 2003 to support self-promoted activities that the piano trio The Florestan Trio wished to undertake beyond their normal touring and concert schedule. These activities included the new Festival's predecessor, the Florestan Festival in Peasmarsh, which the Trio successfully directed for 14 years until they disbanded in January 2012.

After five very happy years, the current Festival Manager is leaving. Much thought has already been given to a revised structure to benefit future festivals, and it is proposed that the new Festival 'logistics' team will consist of the Festival Manager, Festival Producer (in post) and a new Press and PR freelance consultant to increase the festival's profile in the national and regional media. Their job descriptions are also attached.

## Interviews and Recruitment Timescale

**Prospective candidates are invited to submit their C.V.s to Imogen Haig, Festival Manager, by Tuesday 24 July 2012 either via email to [ihaig@peasmarshfestival.co.uk](mailto:ihaig@peasmarshfestival.co.uk) or by post to Imogen Haig, Festival Manager, Peasmarsh Chamber Music Festival, c/o 3 Warren Farm Cottages, Rectory Road, Streatley, Berkshire, RG8 9QG.**

You are most welcome to contact Imogen on 01491 873357 or 07900 404954 for an informal chat about the role.

Selected candidates will then meet with one or both of the Co-Directors and the Chairman.

It is hoped that the new Festival Manager will be in post by September 2012, in time for the Trustees meeting on Monday 24 September in London.

## Fees

The fee, currently approximately £5,500 is negotiated with the Chairman and Co-Directors on an annual basis. Please note that all musicians and consultants are contracted on a freelance basis and are therefore wholly responsible for their own Tax and National Insurance contributions. Travel is reimbursed at a rate of 16p per mile or a 2<sup>nd</sup> class rail fare, and reasonable office expenses are also reimbursed, e.g. telephone calls, stationery, postage, courier fees.

# Festival Manager Job Description

## Specific Tasks and responsibilities

### ***Festival Management***

- Work with Anthony Marwood and Richard Lester to develop the festival programme
- Organisation of core logistics for concerts including venues, contracts, visas, first aid cover, risk assessments, licensing (with FOPPC)
- Initial artist liaison including fee negotiation
- On-site festival management – box office, Patrons & Friends, festival assistants, Health and Safety, assist Festival Producer with concert management
- Liaison with partners, e.g. FOPPC
- Submitting information to the Performing Rights Society

### ***Fundraising***

- Fundraising (minimum target of £25,000 each year) from individuals, trusts, local government, public funding bodies, and the corporate sector
- Managing relationship with the above including the Patrons scheme, networking and thank yous
- Management of the voluntary Friends Administrator
- Organisation and development of fundraising events including Friends and Patrons events
- Trust and Foundation fundraising research
- Writing and submitting funding applications

### ***Marketing***

- Commission Festival leaflet: brief, liaison with designer, Festival Producer, print production and proof reading
- Prepare marketing plan with PR Consultant
- Manage and liaise with PR Consultant
- Co-ordinate print distribution with distribution/ mailing companies, FOPPC and Friends Administrator
- Write content, update and maintain the Festival website
- Commission Festival programme book including liaison with designer, print production, programme acknowledgments and proofreading with Festival Producer
- Preparation of seating plans, ticket printing for the box office
- Assistance with Friends and Patrons communications (programme acknowledgments, annual party, bi annual newsletter)

### ***Company and financial management***

- Preparation and management of festival budget with Festival Producer where necessary
- Organisation of trustee meetings and preparation of trustee minutes
- Processing of all invoices, both income and expenditure; day to day book-keeping (currently with Quickbooks), VAT return
- Preparation of annual company accounts [words and figures]
- Act as Company Secretary
- Preparation of Companies House annual return and Charity Commission annual return
- Management of bank accounts (Lloyds TSB, CAF) and on-going bank reconciliation; cash management; cheque writing; bill payments etc
- Maintenance of corporate and financial records

### ***Other***

- On-going communication with the Chairman and the Trustees

- Acting as the first point of contact for all Festival enquiries
- Acting as an Ambassador for the Festival
- Maintaining good and effective communication with the Friends of Peasmarsch Parish Church and St Mary's Church, Rye and any other future festival venues
- Attending regional cultural development forums where relevant

## **Person Specification**

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

- Suitable experience in a similar role is strongly desirable
- Experienced in setting, planning and prioritising tasks and resources to meet deadlines and manage time effectively
- Excellent communication skills at all levels, both written and verbal
- Ability to deal sensitively but confidently with a wide range of people from artists and high level donors to volunteers
- Good IT skills across all applications including word, excel and databases
- Accuracy and attention to detail
- Understanding of the need to maintain confidentiality
- Knowledge of risk assessment planning and health and safety
- Ability to remain calm under pressure and to think on one's feet

### ***Personal Qualities***

- Confident with good interpersonal skills
- Self-motivated and resourceful
- Highly organised, with an ordered approach
- Professional manner, with ability to act as ambassador for the Festival and the Trust
- A team player who motivates those around them
- Practical and resourceful

## **Festival Producer Job Description**

### ***Festival Management***

- Assist with development of the festival programme
- Coordinate concert production - staging and lighting, instrument hire and tuning, hiring and distributing scores
- Artist liaison – rehearsal schedule, travel and accommodation, meals
- Prepare festival schedule and musician schedule
- Concert and stage management
- Develop & coordinate education programme with Festival Animateur and/or participating musicians/ensembles
- Assist General Manager with budget preparation where necessary

### ***Marketing***

- Write leaflet copy and support leaflet production with General Manager, including proof-reading
- Coordinate production of the Festival programme book (including editing biographies, commissioning notes and proofing, writing summaries where necessary, etc)

### ***Other***

- On-going communication with the General Manager and other festival partners where necessary
- If necessary and for a fixed additional fee, fix orchestra and undertake all orchestral management (including fee negotiation, preparation of scores and practice parts, bowings, schedules, liaising with conductor, stage plans and logistics etc)

## **PR Consultant Job Description**

### ***Press & PR***

- Develop and implement an effective communications strategy for Peasmarsh Chamber Music Festival to significantly raise the festival's profile in the national, regional and local press and broadcast media
- Write and disseminate appropriately timed and targeted media releases to achieve excellent press coverage for the festival
- Upload and maintain online and offline events diary listings nationally and locally, i.e. from PA Listings and Concertdiary.com to 'Rye's Own'
- Manage and look after all press at Festival events
- Establish an effective press contacts book for the Festival