Job title: Manager, Jacqueline du Pré Music Building

Reports to: The Bursar, except in matters of artistic direction, in which case the position reports to the JdP’s artistic director (Prof Martyn Harry).

Line manages: JdP Assistant Manager and JdP Stewards.

Purpose: To provide an effective and efficient artistic management and event administrative service for College users of the JdP as a music or artistic venue; and to promote use of the building and its facilities by third parties at other times. The JdP Assistant Manager shares many of these tasks and reports to the JdP Manager.

Salary: £25,482 to £27,830 depending on skills and experience (University of Oxford, Grade 5).

Contract Type: Full time, 35 hours per week, permanent.

Main accountabilities:

1. **College music and other artistic events (such as DANSOX):** To work closely with the respective artistic directors of the events to ensure that all performers are engaged and the necessary resources (such as room set-up, rehearsal rooms, sound and light facilities, Livestreaming, stewards etc.) are booked in good time to deliver the agreed programme. This will include contacting agents to schedule concerts; negotiating fees with agents; creation and sign off artist contracts; and subsequent close contact with artists’ agents to ensure a smooth concert day.

2. **To market College events, including the preparation of promotional material and social media content, as agreed with the events’ respective artistic directors and event managers.**

3. **To collate information for concerts, write content and oversee the print design of the JdP’s annual brochure and website listings.** Negotiate printing costs with printers. Source printers and designers. Contact agents directly about programmes, biographies, photos available to use for print publication. Arrange for programmes to be written and create programmes for every concert.

4. **Student events:** To provide advice and guidance to College music students who wish to use the performance and practice facilities in the building. Make the necessary bookings and provide access to practice rooms.

5. **M@SH and EXPO (student-run groups with professional associations and aspirations focusing on contemporary classical performance and research):** To work closely with the music tutor and doctoral composers, project-managing, marketing and supervising the events, and booking rooms for workshops, recordings and concerts.

6. **To act as an external representative for the venue, maintaining good relationships with regular local and other external users of the building, making proactive enquiries of music promoters about their forward plans, and being alert to opportunities to promote the venue. Act as representative in established networks (e.g. the Oxford Music Network, the Oxford Music Education Group and Oxford Inspires Cultural meeting group.)**
7. To exercise proper financial control over those JdP activities that fall within the post holder’s accountability as described herein, including the agreement of annual budgets with the College accountant and subsequent adherence to these budgets.

8. **External bookings of the JdP and its facilities:** To be the initial point of contact for all other enquiries about the use of the building as a venue for musical and artistic performance. To understand the building and its facilities, and be able to advise potential users about suitability; to show enquirers round the building as required. In close consultation with the Conference Office, receive and respond to enquiries from 3rd parties who wish to use the JdP. When taking the lead with such enquiries, ensure proper contractual and financial administration and support for the event as necessary.

9. To use the JdP website as effectively as possible to promote the venue and attract audiences, with the support of the Communications Manager. Maintain and update content on the website on a regular basis. Ensure that there is a complete listing of all College and external events on the website, and update weekly.

10. To liaise internally with the College’s Head of Buildings & Projects to ensure the proper and timely maintenance of the JdP and its facilities.

11. To liaise with and support the College’s Development Director in securing philanthropic support for the JdP’s music and artistic activities, through JdP Friends and other means. Prepare and submit funding applications to external funding bodies to support artistic activities.

12. To attend JdP Steering Group meetings and provide reports and information concerning JdP activities as required.

13. To attend Bursarial Team meetings

14. To task and supervise the performance of the JdP Assistant Manager and JdP Stewards.

This job description may be changed from time to time without changing the essential characteristics of the post.

**Essential**

- Experience administering and delivering events, including management of event resources & budgets, contract negotiations, and event promotion.
- Good communication and interpersonal skills, with a strong customer service orientation.
- Ability to build strong working relationships with College members, clients and external partners.
- Working knowledge of auditorium AV and lighting systems.
- Ability work flexibly and to attend events out of normal working hours, including evening and weekends, to ensure smooth running (shared with JdP Assistant Manager).
- Ability to work independently, be self-motivated and manage own work load without close supervision.
- Knowledge of/ interest in classical music. Interest in contemporary classical music, dance and other art forms is desirable.

**Desirable**

- Line management / supervision experience.
- Building management experience.
- Experience managing websites and social media.
- Experience of designing promotional materials.

August 2019