

Job Description

Job Title:	Music Festival Head of Programming
Location:	Cheltenham (with occasional homeworking) We are due in our new home at the Minster Exchange by 2022
Responsible to:	Director of Festivals
Hours:	Opportunity to discuss flexible working, evening and weekend work required during festivals.
Salary:	£33,000 - £36,000 per annum FTE
Benefits:	<ul style="list-style-type: none"> • 33 days per annum including bank holidays • Pension • Staff ticket allocation

Background information

Cheltenham Festivals is a charity co-creating experiences which bring joy, spark curiosity, connect communities and inspire change. Our year-round education, community and talent development programmes culminate at the town's internationally acclaimed Jazz, Science, Music and Literature Festivals.

Since the launch of the Music Festival in 1945 and the Literature Festival in 1949 (the World's oldest Literature Festival) Cheltenham has been at the forefront of contemporary British culture. The Jazz Festival was introduced in 1996 and the Science Festival in 2002.

The charity is led by a Senior Management Team (SMT) that is responsible for digital and live content, all year-round outreach & education programmes, festival delivery, marketing, HR and finance.

The Role

The Music Festival Head of Programming is responsible for the programming of the Music Festival and to be its main ambassador. The post-holder is responsible for programme planning, scheduling, booking and contracting for the 80 event festival as well as commissioning, talent development and evaluation of the programme, working closely with colleagues in a matrix structure to achieve all the success criteria.

The Head of Programming will be responsible for ensuring that the comfort, and overall experience of the festival performers and participants is of the highest standard. The postholder will be aligned with the mission and vision of the charity to make culture accessible to everyone.

Detailed Job Description

- To lead on the creation of a balanced Music Festival programme which is internationally-renowned, a must attend event in the calendar for the classical music industry and with a broad appeal for the general public.
- To provide programming expertise and specialist knowledge particularly in the fields of classical music that will ensure the highest quality and relevant programming for the Music Festival. Drawing on expertise from the Guest Curator and around town producer as appropriate.
- To work with the Director of Learning and Public Engagement and the wider Education team to develop projects for children and young people at the Music Festival.
- To oversee the scheduling of all events at the festival including sourcing venues and working with the Operations team to ensure technical requirements can be met.
- To be responsible for the quality standards of the Festival. To also create a programme which is representative of the Festival's commitment to diversity, including working towards a 50/50 gender balance.
- Develop unique content and secure one-off events for the Festival programme, including commissioning, securing premieres and exclusives, innovative new formats for engaging the public with classical and contemporary music. Work closely with artists and partners to produce these projects and see them through to delivery.
- Negotiate fee packages as appropriate taking into account event pricing, sales forecasts and rider requirements, and manage the contracting of all festival artists, leading on FEU tax and work permit issues.
- Build relationships and networks with external contacts eg guest curators, broadcast partners, agents, promoters, other festivals, PR and record companies.
- Lead on the development and delivery of the Festival's talent development strategy, working actively to support key festival artists taking part in existing talent development projects, to develop new projects and identify new artists to support.
- Oversee the development of the Around Town programme and manage the work of the Around Town Producer each year, ensuring this is in line with the festival's growth and talent development strategies. To be a key member of the Music Festival Project team, working with internal staff from the education, operations, marketing and development teams to develop all aspects of the Music Festival in order to create a vibrant and world class music festival in line with the organisational strategy.
- To assist the Director of Festivals in the setting of annual budgets, to be the budget holder for Artist Fees and Commissions.

- In collaboration with the Director of Festivals contribute to business plans and strategy for the Music Festival.
- Work with the Operations team to ensure the effective delivery and smooth running of the Festival. Liaise with Operations to ensure an appropriate level of artist care and support in the negotiation of artists' contracts by the Operations team.
- To oversee the work of the Operations Co-ordinator and Box Office Team on all Box Office set up arrangements and seating configurations.
- To draft event copy for the Festival brochure and website, in collaboration with the Marketing team. Work closely with the Marketing department in developing new diverse audiences and achieving box office targets.
- Working with the Development team to support the fundraising plan and preparation of funding applications. Be the lead programming contact for sponsors/funders and media when required.
- To play a full and active part in the Music Advisory Group

General responsibilities

All the Cheltenham Festivals team are expected to:

- a. Diversity and Inclusion: ensure that our Equality, Diversity and Inclusion (EDI) policies are followed and embrace the benefits of diversity so that everyone – irrespective of individual differences in their identities, background or any personal characteristics – receives fair and equal treatment in a safe, welcoming and enjoyable environment.
- b. Performance Improvement: be responsible for your own performance, participate in our performance review procedures and propose better, faster or less expensive ways to do things which help our overall mission.
- c. Develop yourself and others - ensure you are up to date in your area of specialism and share knowledge with your colleagues.
- d. Health and Safety: be responsible for ensuring the health and safety of the team and yourself by following safe systems of work, and by meeting the requirements of the health and safety policy.
- e. Be compliant with the law and the Festivals' policies especially with regard to data protection and IT security and ensure other policies as advised from time to time are followed.

This job description is not intended to be exhaustive and the nature of our work and the size of our team at Cheltenham Festivals requires everyone here to be flexible. You may be required to take on such reasonable additional or other responsibilities and tasks as we need from time to time.

Personal Specification

Criteria	Essential
Skills & experience required	<ul style="list-style-type: none">• Ability to influence and inspire people• Financially competent• A successful track-record of motivating a cross-discipline team• Professional experience in either event or festival development in performance or music (Live)
Knowledge	<ul style="list-style-type: none">• A specialist knowledge of Classical Music with additional knowledge of a broader range of Music genres such as world, folk,• An understanding of audience engagement, talent development and customer care• Understanding of marketing
Disposition	<ul style="list-style-type: none">• Ability to work collaboratively• Commitment to excellence & continual improvement
Qualifications	<ul style="list-style-type: none">• Education to degree level or equivalent experience