



The Purcell School
for young musicians



Concerts Manager

Permanent, Full-Time or Part-Time (0.8) post to start as soon as possible



INTRODUCTION

Celebrated throughout the world as a centre of musical excellence, The Purcell School is the most vibrant, exciting and exhilarating place to work or study. We are a close-knit community dedicated to nurturing some of the world's most talented young musicians and we recognize the unique privilege it is to work with these incredibly gifted students.

Our students are the liveliest, most committed and self-motivated young people you could hope to meet. Every day, the School's corridors echo with the sound of extraordinary music as our students prepare for one of the 150 concerts we present every year, both here at School and in the most prestigious venues in London.

It is a working environment quite unlike anywhere else! We want our students to be challenged and inspired by every aspect of their experience here, and we support and encourage staff to achieve this. Academic classes are small, behaviour is excellent and the opportunities for innovative and creative teaching practice are limitless.

If you are committed to providing an outstanding student experience and prepared to play a full part in the life of this extraordinary place, The Purcell School offers you the opportunity to join an exceptional team, serving truly exceptional students in a totally unique environment. I very much hope you will consider making an application to join us.

Kind regards,

Paul Bambrough
Principal

ROLE DESCRIPTION

Concerts Manager

The Purcell School for Young Musicians is looking for an outstanding arts administrator to coordinate its concerts and events. As part of a dynamic team in the music department, this is a rare opportunity to further a career in the arts. Previous post-holders have gone on to work with prestigious organisations in the arts, broadcasting and education sectors.

If you are passionate about music and administration, have an excellent eye for detail, can demonstrate outstanding organisational and communication skills, and like working with young people, this could be the role for you. We offer a unique opportunity to work in an environment that is both a school and a professional concert promoter: we are a truly outstanding music school, and we have an ambitious and inspiring artistic programme. We give many performances every week in school and several times a year we appear at prestigious venues in London, around the UK and overseas. Some of the world's best musicians visit regularly to teach, perform or give masterclasses.

You will enjoy a busy role with many varied responsibilities, interacting with colleagues, students and parents, eminent guest artists, and major arts venues. Your list of responsibilities will encompass everything that is required to stage any concert or event successfully and safely with young musicians. You will be confident about creating schedules and coordinating them. The ideal candidate will also have some experience of managing budgets, but this is not essential as training can be provided. **You must be willing to work flexibly as the role involves attending concerts outside of normal working hours.**

TERMS AND CONDITIONS

This is a full-time or part-time (0.8) post to start as soon as possible. Some home working within school holidays is possible.

Competitive salary according to the successful candidate's experience, with a contributory pension scheme. Further details are available on request.

Children of staff are not eligible to be educated at the School except through the normal admissions and audition process.

Lunch and supper (when there is an evening event) can be taken free of charge at School during term time.



HOW TO APPLY

If you wish to apply, please complete the **School's Application Form** (available on our website) and send it with a supporting Personal Statement. Please do not send a separate Curriculum Vitae. Closing date for applications is **Monday 2nd December at 9am, with interviews to be held on Friday 6th December.**

Personal statements should outline your experience, subject knowledge and evidence of your achievements. The Personal Statement is your opportunity to tell us how your skills and experience can contribute to an outstanding student experience.

Candidates will be required to bring evidence of identity and Right to Work in the UK to the interview.

We will review applications as they are received. Please note that the School reserves the right to appoint a suitable candidate or withdraw the post before the closing date for applications, so **early applications are encouraged.**

Applications should be made to Paul Hoskins, Director of Music and sent by email to:
recruitment@purcell-school.org

CHILD PROTECTION

The Purcell School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All applicants should read the School's Child Protection policy, which is available on our website, and are required to declare any criminal convictions or cautions, or disciplinary proceedings related to young people. Applicants must be willing to undergo child protection screening appropriate to the post, including records checked and processed through the Disclosure and Barring Service (DBS).

EQUAL OPPORTUNITIES

The Purcell School is an equal opportunities employer and welcomes application from appropriately qualified people regardless of gender, marital status, sexual orientation, race, ethnic origin, colour, nationality, religion, disability or age. Candidates will be assessed against relevant criteria only (i.e. skills, qualifications, abilities, experience) in selection and recruitment.



JOB SPECIFICATION

The Purcell School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

JOB TITLE: Concerts Manager

All members of staff are ultimately answerable to the Principal.
Your line manager will be the Director of Music. **All support staff report to The Bursar.**

This job specification sets out the principal duties of the post at the time of drafting. Specific responsibilities are as follows:

Responsibilities include:

- ❖ With the Director of Music to conceive and deliver the School's Artistic Programme including:
 - Negotiate with concert venues
 - Secure bookings from external promoters
 - Manage national and international tours
 - Staff all major concerts and selected smaller events
 - Attend and oversee Programming meetings
 - Negotiate concert fees
 - Arrange and distribute staff and guest tickets
 - Ensure staff levels for all concerts
 - Visit new venues for future events
 - Work with Marketing on the effective promotion of concerts and events
 - Prepare health and safety risk assessments and EV1 H & S forms for concerts and tours
- ❖ Manage concerts' budget
- ❖ Line management of Concerts Assistant including:
 - Oversee lunchtime concert programmes
 - Oversee student presentation at major concerts
 - Maintain student biographies
 - Maintain concert records and calendars
 - Arrange transport and travel arrangements
 - Arrange performers' catering
- ❖ Attend Music Department meeting
- ❖ Such other appropriate duties as may be assigned from time to time

For all staff:

- ❖ To promote the aims and values of the School and to support and protect the interests of students
- ❖ To support colleagues in their work
- ❖ To ensure the smooth-running of the School and the well-being of the School community
- ❖ To act in accordance with the current legal requirements, School policies and guidance on the safeguarding of children and young people
- ❖ To undertake such administrative and supervisory duties as may be required
- ❖ To follow the procedures and policies set out in the Staff Handbook
- ❖ To promote equality by actively protecting staff and students from discrimination
- ❖ To comply with current Health and Safety regulations and best practice

PERSON SPECIFICATION

Experience and Knowledge:

Proven outstanding administrative skills with at least 24 months experience, preferably in an arts environment (Essential)

Strong written communication skills with an excellent eye for detail (Essential)

Fluency with Microsoft Office and Google Suite (Essential) with experience of SIMS (Desirable) or the ability to learn quickly. Social media savvy (Essential)

Experience of project planning and coordinating event/performances (Essential)

Demonstrable knowledge of what is required for a classical, jazz and commercial music performance (Desirable)

Some experience of management in small teams (Desirable)

An understanding of how schedules work and experience of managing the logistics for a concert (Essential); experience of managing budgets (Desirable)

Formal understanding of classical, jazz or popular music and the music industry through a relevant qualification i.e Diploma/Degree of equivalent (Desirable)

Experience of marketing musical events (Desirable)

Experience of working with young people (Desirable)

Ability and Skills:

Exceptional organisational skills, with the ability to manage several projects simultaneously, without losing track of priorities (Essential)

Strong communication skills with the ability to relate to young people, as well as members of staff, professional musicians and the general public (Essential)

Excellent team work, with the ability to communicate well and keep colleagues informed effectively and appropriately (Essential)

Able to work both independently and as part of a team (Essential)

Able to use your own initiative to identify issues, and make sound decisions to resolve them (Essential)

Able to stay calm under pressure (Essential)

Flexible, adaptable and willing to do whatever is necessary to 'get the job done' (Essential)

Able to seek help and support when required (Essential)

Full UK Driving License (Desirable)

Personal Attributes:

Dynamic, resilient and self-motivated (Essential)

Approachable and personable with a good sense of humour (Essential)

Practical, confident and assertive (Essential)