



Artistic Administrator

Context

Buxton International Festival is one of the UK's leading arts festivals taking place every July in the town of Buxton. The Festival stages world class productions of lesser performed operas, in a 900 seat Frank Matcham opera house and in the Pavilion Performing Arts Centre. The Festival produces a musical in collaboration with the Buxton Opera House, and organises a classical music and jazz series, and a book festival. The Festival has an active and loyal Friends of BIF organisation with over 2000 people and over the last 40 years have grown a seasonal audience of over 12,000.

During the summer months additional production, stage and site teams join us in Buxton to run the festival. In the course of the year BIF produces a two-week Roadshow in April/May, an Opera dinner in October and concerts in London and surrounding areas.

We are seeking an organised and friendly Artistic Administrator who is adept at juggling an array of tasks and has worked in the arts sector previously. Working in the opera and classical music industry would be an advantage. The right candidate will have experience in contract negotiation and relationship management, proven organisation and scheduling capabilities and will have a detailed approach to the work.

Job Purpose

A part-time position, three or four days a week, responsible for handling all administrative tasks relating to the artists and artistic planning of our productions, music series, Roadshows and concerts throughout the year. The role includes the coordination of artists contracts, building excellent relations with artists/agents, coordinating artist accommodation, coordinating auditions, maintaining handbook and policies for visiting artists, and providing general administrative support to ensure the planning of each production is efficient and meets its budget. The person will work alongside other colleagues in the Buxton office to ensure the smooth running of the office, including events and other related activities.



Buxton
International
Festival

The Role

Job Title	Artistic Administrator
Location	Buxton International Festival office, 3 The Square, Buxton SK17 6AZ
Team Relationships	The Artistic Administrator will work closely with all members of the team, particularly the Artistic Director and Chief Executive.
Office Hours	Part-time (3 or 4 days per week) attending some rehearsals, and performances will fall outside of standard office hours.
Application Deadline	5pm 10 June 2022 (interviews to be scheduled for 20 June to 1 July 2022. To apply please send a CV and covering letter to recruitment@buxtonfestival.co.uk

Objective

The Artistic Administrator is responsible for implementing this vibrant company's artistic plans by coordinating the performances. A key member of a small, friendly team, he / she should have the flexibility to take on a wide range of duties and the ability to work calmly under pressure.

Key relationships: The Artistic Administrator will work closely with the Artistic Director and all members of the office-based team.

Key areas of responsibility include:

Artist Management

Singers

- Singer bookings and fee negotiations
- Drafting and issuing contracts
- Scheduling and related communications
- Rehearsal / audition management (these may fall outside of standard office hours)
- Administration of the company's Young Artist Programme
- Maintaining up-to-date biographies

Orchestra

- Liaising musicians for rehearsals, performances and recording sessions in collaboration with the Artistic Director
- Creating and circulating schedules
- Orchestral management for rehearsals, recordings and performances (these may fall outside of standard office hours)
- Providing support to the Artistic Director before, during and after rehearsals
- Administration of orchestral payments

All artists

- Providing accurate financial information for the events budgets and company accounts
- Authorising payments and logging these as required
- organising UK visas as required for foreign artists
- Handling FEU requirements
- Working to create a positive environment so that artists enjoy working with the company and feel inclined to go the extra mile for us
- Processing artists' CVs

Production

- Organisation of the artistic elements of public and private events, with an emphasis on backstage requirements
- Processing venue contracts if required
- Creation of new events budgets as required, and the accurate maintenance of ongoing budgets
- Liaising with rehearsal and performance venues on all pre-production logistics and technical matters
- Collaborating with the Chief Executive to manage the logistics involved in creating new staged opera projects

- Taking responsibility for rehearsal and performance logistics, including orchestral get-out after events
- Keeping abreast of artist-related health and safety issues etc. and ensuring that we are taking any necessary action
- Running performance budgets and ensuring that these are accurately maintained
- Internal communications about relevant artistic matters
- Sourcing travel and accommodation for artists in Buxton and London
- Contributing, if required, to newsletters, the Company website and other written materials on areas which fall within your remit

Library

- Managing and working on the preparation of scores and orchestral parts under the guidance of the Artistic Director
- Filing and documenting parts after performances
- Maintaining a library database

Planning and communications

- Working with the other members of the team to secure, or help secure future bookings for the company as required
- Maintaining planning documents and circulating to team / external partners as required
- Creating costings for future events

General administration / Other

- Understanding and keeping abreast of relevant legislation and taxation issues relating to artists and venues, and advising on these when required
- Assisting where required with the process of securing new projects
- Any other duties as requested
- Financial administration including overseeing correct coding of artistic invoices
- Page-turning if required

A small organisation needs to maintain flexibility if it is to make best use of the skills within the team. Some details of the job description may be adjusted to reflect the particular skills and experience of the successful candidate.

Person Specification

The successful candidate will be a natural collaborator and an energetic all-rounder with excellent communication and numerical skills, and strong attention to detail.

Essential – the Artistic Administrator will have the following qualities:

- Experience (ideally 2+ years) in arts administration
- A bright and pleasant disposition, and endless energy and motivation
- Excellent IT skills with experience of MS Office software
- Good numerical and budgeting skills
- Excellent organisation and planning skills with the ability to work flexibly under pressure, to prioritise and to meet deadlines
- Excellent verbal and written communication skills
- Good negotiation skills
- A positive, professional attitude with excellent self-motivation and ability to work on your own initiative
- Proven ability and desire to work as part of a small collaborative team
- The ability to work effectively with people at all levels, both internally and externally
- Flexibility to work outside office hours for company events and performances, both in London and in other locations when the company is on tour
- Knowledge of and interest in opera and classical music

Desirable

- Experience of music library management, producing scores and orchestral parts
- Experience of working / volunteering within a small team
- Languages could be an advantage

Additional Information

Location

The administrative office of the festival is based in Buxton, Derbyshire, SK176AC

Terms of Employment

This is a permanent, part-time contract, subject to a 3-month probationary period. The role is part-time, negotiable at 3-4 days a week. After the probationary period, the notice period is three months. There is a Work from Home component to the

job from August to January. From February to July the staff will be required to be working in the office. Normal office hours are from 9:00 to 17:00 Monday to Friday but you may be required to work outside of these hours during the festival. Time off in Lieu will be given for these extra hours.

Salary Range

£25,000-£30,000 pro rata, dependent on experience.

Holiday Entitlement and Benefits

20 days per annum (pro rata) plus public and bank holidays. Employee Pension Scheme

Application Process

Please electronically submit your CV and a covering letter to Michael Williams, CEO, no later than **Friday 10 June 2022**. Please include details of two referees, stating at what point in the recruitment process each of them may be contacted. We will not contact your referees without your permission.

Interviews will take place between **20 June and 1 July 2022**.

Contact details for further information:

Lee Barnes, Administrator

lee.barnes@buxtonfestival.co.uk