

# Music Programme Project Manager

**Freelance Contract October 2010- June 2011**

**Fee: £9,000**

FutureEverything is looking for an experienced and creative music programme and project manager to work with the Artistic Director in delivering a coherent, dynamic, commercially viable and ground breaking programme of 21st Century music projects for the festival; to co-ordinate and manage the Showcase strand and manage our role in an international festivals network, ECAS, (European Cities of Advanced Sound) funded by EU Culture 2007.

You will be managing the relationship with our international partners and bringing international commissions to the festival. You will have an excellent understanding of contemporary national and international cutting edge music that is pushing boundaries within its field or genre, and an historical perspective on contemporary music of all genres is essential. You will have experience programming a diverse line-up, working with agents, labels and directly with artists and bands. You will have excellent contacts within the Manchester music landscape with strong relationships with key promoters, venues and events. You will also have experience creating programme schedules, writing copy, blogging and marketing the programme by acting as spokesperson. You will also be expected to work with public performers and producers, develop partnerships, work on funding bids.

FutureEverything is an award winning, world class organisation using mass participation in creativity and social innovation to bring the future into the present. It has a strong global network and international profile, and is recognised around the world for leading pioneering projects and important international debates. It runs year-round digital innovation projects and an annual festival of art, music and ideas. FutureEverything is a not-for-profit 'Community Interest Company' (CIC).

**PLEASE NOTE: We are accepting applications by email only. Please do not send a copy by post.**

*FutureEverything CIC is annually funded by the Arts Council of England*

**Responsible to:** Artistic Director and General Manager  
**Responsible for:** Freelance staff, production members, subcontractors, temporary festival staff and volunteers

## **KEY ACCOUNTABILITIES**

### **SPECIFIC DUTIES**

#### **Policy, strategy and planning**

- to work, with the Management Team, to devise policies, strategies and long-term plans for approval by the Board and in particular prepare elements of those plans relating to music projects
- to determine, with the Management Team, a viable programme for each year and advise accordingly
- to attend meetings and appropriate sub-committees and prepare reports and papers as required for both FutureEverything and ECAS (European Cities of Advanced Sound)
- To contribute, as a member of the management team, to the overall development, planning and operation of the FutureEverything festival.
- In particular to develop, plan and manage the artistic strategies and programmes
- To deputise for the Artistic Director in these areas as appropriate.

#### **Devising and planning the artistic programme**

- to work with the Artistic Director and Producer to devise and plan the development of music projects and programmes
- to work in a curatorial role alongside the Artistic Director in the delivery of music programme
- to work with an international network of festivals, ECAS, in the delivery of a music programme that responds to this international brief
- to work with the Director, and other partners or advisors as appropriate, to plan new music programme schedules
- to ensure that the annual programme is of high quality, contributes towards FutureEverything's objectives, is balanced in terms of artform and communities served, and is viable within achievable resources

#### **Delivering the artistic programme**

- to produce, or assist the Director in producing, national and international music programme schedule
- to manage the music programme budgets and petty cash by working directly with the Producer
- to manage the ECAS budget and reporting system stringently and rigorously
- to implement the company financial systems
- to line manage project staff, volunteers and consultants.
- to recruit and oversee artists and other freelance personnel to produce, direct or manage specific projects
- to assist in targeting of projects, negotiating with partners, venues and funders
- to ensure that all projects and programmes are documented and evaluated
- to liaise with main venues up to the point of agreeing main terms and conditions of venue hire, then handover to Production Manager

- to manage the contracting of venues, artists, suppliers with direction from Producer
- artist liaison: manage booking travel and accommodation; obtaining biogs, images, etc; sending out info pack; forwarding details to production manager; work permits etc
- to manage the music strand of the Open Call system

### **Partnerships**

- to help sustain FutureEverything's position within a number of regional, national and international partnerships,
- to create and sustain partnerships with organisations that can offer expertise that complements that of FutureEverything's on programmes and projects
- to sustain and develop partnerships with venues, promoters, community groups, and organisations including developing a network with the Showcase community
- to represent FutureEverything to (and if appropriate on) external organisations, agencies and committees

### **Marketing and fundraising**

- to ensure the financial viability of specific projects and programmes by assisting with the identification of sales and funding opportunities and the preparation of applications
- to assist with the promotion of specific projects and programmes

### **Other**

- to further the implementation of FutureEverything's equal opportunities policy
- to ensure that your own personal development is maintained in terms of artistic knowledge, managerial and specialist abilities and education

### **Main Duties and Responsibilities (not necessarily in priority order)**

- a sound understanding of the social context, issues and practicalities of advocating and planning a music festival in the UK
- an excellent understanding of contemporary international cutting edge music that is pushing boundaries within its field or genre and a historical perspective on contemporary music of all genres is essential
- an excellent understanding of managing complex budgets and an understanding of EU bids and reporting would be an advantage
- an excellent understanding of the role of technology in today's society, and of social issues such as sustainability, free and open source culture, etc.
- experience programming a diverse line-up, working with agents, labels and directly with artists and bands.
- excellent contacts within the Manchester music landscape with strong relationships with key promoters, venues and club nights.
- experience creating programme schedules, writing copy, blogging, marketing the programme and acting as spokesperson.

- experience writing proposals with attention to detail, and responding to a conceptual brief alongside rigorous budget control experience.
- experience working with a production and marketing team and operational delivery of a music and art festival.
- the ability to work as a member of a small team on strategic and planning issues
- the ability to lead, motivate, manage and develop staff
- experience of planning and managing artistic promotions and/or projects
- the ability to work effectively under pressure and to deadlines
- good communication and presentation skills
- experience of commissioning new music projects
- experience in logistical, financial and technical delivery of music shows and gigs
- experience of building partnerships across a range of sectors and communities
- experience of the arts funding system
- experience of sales, fund-raising and sponsorship
- must be energetic, creative and open to new ideas
- ability to maintain and broker good relationships with a wide variety of people and organisations - artistic, commercial and others
- minimum 3 years experience as an Music Programme Manager
- experience working at a management level
- good organisational skills with good all-round admin and IT skills including knowledge of Word, Excel and Macs
- strong interpersonal and communication skills
- have a market awareness/understanding of new media, music and related artforms
- commercial experience as a promoter
- experience generating a profit through gigs
- ability to prioritise workload and respond to changing circumstances
- to be aware of and endorse the ethical and Equal Opportunities policies of FutureEverything
- knowledge of the national/international arts and cultural scene.

#### **Desirable experience and skills**

- a personal artistic skill and commitment
- knowledge of Manchester as an urban cultural hub
- have good understanding of the role of technology in today's world
- an interest in design and design skills will be an advantage.

**Note:**           **As this contract is new it is possible that, in response to the experience and skills of the candidates, some refinements to the job descriptions can be accommodated.**

**Hours:**

The standard working week for full-time contracts is 37.5 hours. However, the nature of the work means that all staff need to approach their jobs with considerable flexibility in terms of both the times (evening and weekend work will be necessary) and total hours worked.

No provision is made for payment to staff of overtime for extra hours. Staff are required to organise their work so as to be able to take TOIL (time off in lieu) within a reasonable period after incurring the entitlement (usually one month). The office is normally open from 10am to 6 pm Monday to Friday.

**Probation and notice:**

The contract is subject to a two-month probationary period and 1 months notice.

**Length of Contract**

Part time initially, building to full time in March, April and May.

**Application Requirements**

Please send a CV with a cover letter [job22010@futureeverything.org](mailto:job22010@futureeverything.org), which responds to the job description and person spec by 5th Sep 2010

**Deadline:** 5<sup>th</sup> September 2010