



# SESTINA MUSIC

## JOB ADVERT: GENERAL MANAGER

<b>Job title</b>	General Manager
<b>Reporting to</b>	Board of Sestina
<b>Job hours</b>	Full time, permanent
<b>Salary</b>	£28-30k, depending on experience
<b>Closing date</b>	Friday 21st October, 5pm

## ABOUT SESTINA

Sestina is a dynamic vocal ensemble specialising in the performance of early music. Founded in Belfast in 2011 by Mark Chambers, who remains the ensemble's Musical Director, Sestina has a reputation for excellence and authenticity in early music performance as well as a fresh and innovative approach to the programming of early music. Sestina collaborates regularly with specialist early music performers, and has worked with ensembles such as His Majesty's Sagbutts and Cornetts, The Monteverdi String Band and the Irish Baroque Orchestra. Along with regular performances in Northern Ireland, Sestina performs all around Ireland and the UK, with recent performances at East Cork Early Music Festival, Purbeck Art Weeks Festival, the Barber Institute of Fine Arts, Birmingham, Sligo Festival of Baroque Music and Kilkenny Arts Festival. Sestina's début recording, *Master and Pupil*, exploring the influences and legacy of Claudio Monteverdi, was released in April 2022. The support and development of aspiring professional singers from Northern Ireland and the Republic of Ireland is at the heart of Sestina's activities, and its Next Generation mentoring programme provides training for young performers, giving them the opportunity to work alongside world-class professionals. Sestina also has a comprehensive education and outreach programme, including schools workshops and 'Sing with Sestina' events.

## **ABOUT THE ROLE**

Working closely with the Musical Director, the General Manager is responsible for managing the day-to-day operations of the organisation and coordinating a busy season of concerts and events, as well as participating in long term strategic planning.

## **WORKING HOURS AND LOCATION**

This role is offered on a full-time, permanent basis. Due to the nature of the work, hours can be inconsistent or unpredictable; therefore, flexibility in working hours and the ability to work evenings and weekends around events is essential. Where additional event-work is required, Sestina offers time off in lieu. The successful candidate will be required to work regularly from Sestina's office in Belfast, but will also have the flexibility to work from home, in agreement with the Board. The successful candidate may be required to travel away from home for concerts and events; in such cases, accommodation and expenses are provided.

## **JOB DESCRIPTION**

### **1. Operational**

- Manage Sestina's annual concert season
- Participate in strategic planning with the Board of Sestina and the Musical Director
- Negotiate contracts with artists and partner organisations
- Supervise contracted performers, workers and facilitators
- Coordinate the organisation's education and outreach activities
- Manage logistics for concerts and tours, such as organising music, venue bookings, artist transport and accommodation, staging and lighting provision
- Manage online ticket booking for concerts and events
- Manage box office and front of house arrangements for concerts and events, organising volunteers where required
- Responses to email, website and telephone enquiries
- Liaising with public bodies, key stakeholders and partners

### **2. HR**

- Organise monthly pension submissions and payments
- Manage payroll, making all HMRC submissions and payments in a timely manner

### **3. Finance**

- Oversee and manage annual and project budgets
- Create financial reports for the Board of Sestina
- Carry out bookkeeping using Sage accounting software
- Organise payment of invoices
- Maintain accurate financial records

#### 4. Fundraising

- Prepare and submit funding applications to support Sestina's annual concert season, including the Arts Council of Northern Ireland and Arts Council Ireland
- Identify new funding sources and opportunities
- Manage and expand the Friends of Sestina scheme
- Manage donors and sponsors

#### 5. Marketing & Communication

- Work with designer to coordinate design and publicity material for concerts and events
- Work with website manager to organise content and updates
- Devise and deliver marketing and communications strategies for concerts and events
- Write press releases and organise advertising and PR for concerts and events
- Work with social media manager to devise social media content

#### 6. Other

- To carry out any other related activities which may reasonably be required within the parameters of the role.

### ESSENTIAL CRITERIA

1	University degree, preferably in an arts or arts-related subject
2	Experience of working in an arts management role with experience of project and event management
3	Capacity to supervise contracted artists, workers and facilitators
4	A strong background in classical music, and working knowledge of professional music ensembles and concerts
5	Excellent written and verbal communication skills
6	Highly motivated, organised and able to work independently
7	Flexibility to work evenings and weekends, and to travel outside of Northern Ireland for concerts and events as required
8	Excellent knowledge of social media platforms, and experience producing content for the purpose of promoting events

### DESIRABLE CRITERIA

1	Experience working for a professional music ensemble
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2	A track record in successful funding applications
3	Experience of financial management and bookkeeping
4	Experience in video editing and website management
5	A full UK drivers' licence and access to own vehicle

## HOW TO APPLY

Please send a CV and covering letter (max. 3 pages) explaining how you meet the criteria to [info@sestinamusic.com](mailto:info@sestinamusic.com) by **21st October 2022 at 5pm.**

