

**Role Title: General Manager (Freelance position)**

**Reports to: Chair of Trustees**

**Main purpose: to support the work of Brighton Early Music Festival (BREMFB) in its core activities**

In consultation with the Artistic Director, and Festival Producer:

- To prepare and manage an annual plan and related budget for the main annual Festival and year round activities (including our work with young artists and in schools).
- To provide support to the Fundraiser and Festival Producer in preparation of bids to ACE and other funders.
- To explore and develop partnerships with other organisations, acting as an ambassador for BREMFB, and to make strategic alliances with local and national organisations e.g. (in no order) Orchestra of the Age of Enlightenment; National Centre for Early Music; all Conservatoires, but particularly Royal Academy of Music (where we run the Early Music Live! training programme); SoundCity (B&H Music Hub); BBC Radio 3; Brighton and Hove City Council; Brighton Philharmonic Orchestra; Glyndebourne; University of Sussex; University of Brighton etc.
- Management Overview - maintaining an oversight of organisational projects, programmes and activities throughout the year and ensuring that existing and new initiatives are implemented smoothly.
- Strategic overview - in consultation with the Artistic Director, Fundraiser and Trustees, agreeing and developing a medium term strategy for the Festival to ensure continued growth and increased profile.

**Dimensions**

Brighton Early Music is now the one of the largest early music organisations in the country and is seen as a leading force in the early music world. Our 2015 opera was selected by the Guardian as one of the top 10 classical/opera events of 2015.

The annual Autumn Festival averages 25 events.

Year round we:

- reach 1,500 young people through our schools programme
- run three vocal ensembles (complete beginners to outstanding amateurs)
- provide training, mentoring and performance opportunities for young professional ensembles

We are a company limited by guarantee and a registered charity, whose governance is overseen by a Board of seven Trustees.

80+ volunteers are involved in running the Festival. In 2016 our audiences grew to over 6,000, including hundreds of young people who had never experienced live classical music before.

The activities of BREMFB can broadly be described as:

- Festival events – concerts, masterclasses, public events and workshops
- Training – BREMFB Live! young artist scheme – involving mentoring and assisting newly emerging artists with their concert programming

Fundraising - our annual turnover is generally in the region of £170-210K. Our draft budget for year ending 31 January 2019 shows a total income of £215,700 of which £60,000 is earned income (largely from ticket sales). A minimum of £156,000 is needed to be raised each year for the Festival to maintain its activities, most of which is fundraised from scratch each year from ACE, Trusts and individuals.

**Principal duties and responsibilities:**

Under the guidance of the Artistic Director and in conjunction with the freelance Festival Producer and freelance Fundraiser and working closely with the Chair of the Management Committee:

1. Budget - This involves preparing budgets for concerts, workshops, and education and outreach activities and combining these into a quarterly expenditure report, and working with the treasurer to show actuals against expected and explain variances.
2. Develop a three-year longer term summary artistic plan and related budget in line with good practice in forward planning.
3. Liaison with the Auditors in preparing annual accounts, together with the Trustee Treasurer and responsibility for reporting to the Charity Commission.
4. Partnerships – visiting, influencing and developing relationships with key organisations not limited to music organisations depending on the plans for the year.
5. Overview – being main contact for queries relating to delivery of annual activities and projects.
6. Strategic overview – taking responsibility for monitoring the finances and ticket sales and ensuring activities to ensure we meet targets, e.g. giving informed advice on targeted marketing activities to improve sales of slower selling events; determining what further fundraising activities need to be implemented to meet the target.
7. Attendance at quarterly Trustees meetings as required and preparation of paperwork and reporting for Trustees including budget updates, and preparation of management accounts in liaison with the Fundraiser, Festival Producer and Artistic Director. Attendance and presentation at the BREMF AGM (to Trustees and volunteers).
8. Attendance at Festival events.
9. Monitoring emails on a regular basis.
10. Review annual plan and prepare analysis of possible improvements for following years.

**Limits of Authority**

The yearly budget will be approved by the Trustees. Reports to be made to the Chair of Trustees on an ad hoc basis but no less than four times a year for the quarterly Trustees meetings.

**Nature and range of impact**

This role is a pivotal role in support of the Festival's activities and together with the Festival Producer, Concert Manager and the Artistic Director forms the core team for the Festival (please see organisation chart).

**Terms**

**This is a freelance contract part-time role currently estimated at around 48 days a year. The role will be an all year round commitment with some periods busier than others. As the Festival does not have an office, the role involves working from home with travel to meetings and events as required.**

**Please apply by sending a letter of application stating how your existing experience would equip you to take on this role, together with your CV by email to [simon@bremf.org.uk](mailto:simon@bremf.org.uk)**

Please send any enquiries about the role to Simon Mathews at the above email.

**Application deadline: Monday 18th September**  
**Interviews: Monday 25th September**