

Chair's Welcome

Thank you for your interest in the role of Artistic Director for Brighton Early Music Festival.

The Festival was founded in 2002 by current artistic director Deborah Roberts BEM and co-founder Clare Norburn and is one of the largest and most progressive early music festivals in the UK as well as a leading force in the early music world. The festival has a well-deserved reputation for being welcoming and approachable for both artists and audiences alike, and for the innovation and creativity of its programming.

With founder artistic director Deborah Roberts now stepping down for reasons of ill health, the Festival is seeking to appoint a creative and dynamic new artistic director to carry the Festival's vision forwards.

BREMF is a unique organisation, benefitting from a real sense of community and creative synergy between:

- the artists who perform at the Festival (many of whom are previous participants in our BREMF Live young artist scheme);
- the core team of dedicated freelance staff who make up the executive;
- the many volunteers who support the Festival including an engaged Board of Trustees;
- and the Festival's loyal and well-informed audiences who are willing to trust us with unusual events which encourage them to take risks.

Deborah's extraordinary legacy is a Festival that has continually evolved whilst keeping its warmth and engaging ethos. Our new artistic director will be central to keeping the Festival relevant for the next 20 years.

We are keen to explore dynamic ways of approaching this role, and to speak to candidates from a variety of backgrounds, so if you are interested in the opportunity but are not certain about whether you fit all the criteria contained in this pack, we'd warmly encourage you to make contact for a confidential chat. Details are in the "How to apply" section below.

Mirella Marlow
Chair of Trustees

About the Festival

Brighton Early Music Festival (known as BREMF) has been operating since 2002 and is one of the largest promoters of early and traditional music in the UK. BREMF events are attended by around 3000 people annually and the organisation has a strong commitment to supporting and developing young artists, and delivering pioneering activities to support the sector as a whole.



Throughout the year, BREMF contributes to the vibrant arts scene in Brighton and Hove through its programme of choral concerts, workshops and schools projects. The annual Festival takes place in October and has built a reputation for lively and inspired programming, often exploring connections with different art forms and using performance formats and spaces that challenge preconceptions of early music. Our vision is to make the music of the last 1000 years relevant and exciting for audiences of today.

Our 2024 events are now on sale at www.bremf.org.uk/whats-on, and our 2024 season brochure can be [downloaded here](#). The Festival's events archive dating back to 2016 may be [viewed here](#).

With an annual turnover of £150,000 – £200,000, BREMF is run by a freelance team of Artistic Director, Development Manager, Festival Producer and Concerts Manager, supported by a strong community of more than 60 volunteers, and a dedicated and supportive Board of Trustees.

We are delighted that the importance and quality of BREMF's work has been recognised recently with the award of an international REMA early music prize for our 2023 project The Whispering Dome, and of a BEM for artistic director Deborah Roberts in the King's Birthday Honours.

Board of Trustees

Christopher Baron
Nicolas Chisholm
Gavin Henderson
Mirella Marlow (chair)
Simon Mathews
Neil Parkinson
Kate Rhodes

Brighton Early Music Festival is both a company limited by guarantee and a registered charity.
Charity no. 1097288.
Company no. 04741864.



Our most recent Trustees Annual Report and Accounts can be viewed on the [Charity Status](#) page of the BREMF website.

About the Role

Role Title: Festival Artistic Director (Part-time Freelance role)

Reports to: Chair of Trustees

Role Description:

The Festival Artistic Director designs the Festival's artistic programme for each year, in order to devise a programme which gives creative opportunities for artists and is appealing to audiences. They work with the Festival Producer and Development Manager to ensure the artistic programme can be realised, and that income from grant funding bodies and donors is maximised.

Dimensions

Brighton Early Music Festival (BREMf) is one of the largest and most progressive early music events in the country and is seen as a leading force in the early music world. It has a well-deserved reputation for being welcoming and approachable for both artists and audiences alike. The Festival has historically had a strong focus on pre-baroque music, as well as showcasing traditional music from non-western cultures.

Activity is focused around an annual Festival each October, with 20+ events spread across three weekends, and preceded by a period of pre-festival events including workshops and family concerts. Historically, each Festival has been programmed around a theme to maximise artistic coherence and programming creativity.

Festival events reach an audience of around 3000 attenders annually, primarily from Brighton, Sussex and the wider South East, but with a significant minority attending from around the UK and further afield.

Outside of the Festival, BREMF is an important part of the cultural landscape of Brighton & Hove:

- reaching 1,500 young people through our schools programme;
- promoting 2 vocal ensembles (complete beginners to outstanding amateurs) and an amateur 415 workshop orchestra;
- providing training, mentoring and performance opportunities for young professional musicians taking part in the Festival's BREMF Live scheme.

More than 60 volunteers are involved in running the Festival and the Festival's core management team is made up of both freelance contractors and volunteers. Good working relationships are therefore paramount in delivering the Festival, and aspects of the Festival Artistic Director's role can only be delivered through working closely with volunteers.

Principal duties and responsibilities

1. Using creative imagination to programme musical and cultural activities that appeal to a wide audiences, and secure grant and donor funding.
2. Programming for each of the three festival weekends each year, including liaison with artists and artist managers over fees, availability etc and working with the Festival Producer to assist creating the festival budget.
3. Working with artists on the creation and development of unique own-promoted events to suit the BREMF ethos and festival content.
4. Representing the festival in meetings with organisations such as REMA and the Restoration Network of UK early music promoters.
5. Working with the Development Manager on funding applications. This includes providing details of proposed events and describing how they might be eligible for funding.



6. Supporting the BREMF Live young artist scheme through assessing applicants, providing advice for current participants, leading training sessions where appropriate, and writing references for current and former artists.
7. Ongoing research to evaluate potential artists via research and concert attendance.
8. Dealing year round with applications from artists who wish to be considered and building relationships.
9. Attending all Festival events where possible, and feeding back to artists as appropriate.

Limits of Authority

All plans and budgets subject to approval by the Board of Trustees, with attendance at Trustee Board meetings and meetings with the Chair of Trustees when required.

Allocation of Work

Work is self-allocated based on need and according to timetables agreed. As a general rule it is envisaged that the paid commitment will amount to 8 hours per week (averaged across the year).

Nature and range of impact

This role has a crucial impact on the shape and nature of the Festival, ranging from the content of programmes to the selection of venues and the atmosphere created in the events themselves.

This is a hands-on role that connects with every other aspect of the Festival and requires a deep commitment and connection with all who work together as a strong team.

This is a freelance role, amounting to around 60 days work per annum at a daily rate of £200-300, dependent on experience and skills.



Person Specification

Knowledge and Experience	
Essential	Desirable
<p>Artistic Vision: Demonstrated ability to design and curate an engaging artistic programme for music festivals or cultural events</p> <p>Collaboration: Experience working collaboratively with festival producers, artists, and development teams.</p> <p>Grant Funding: Knowledge of the grant funding landscape for UK arts organisations, and clear ability to inspire successful grant applications for creative projects, in combination with the Festival Producer and Development Manager.</p>	<p>Creativity: Proficient in using creative ideas (eg. themes, artistic concepts) to shape festival content.</p> <p>Professional Experience Experience in arts administration, festival management, or related fields</p> <p>Experience of directing a musical group from a relevant period of music</p> <p>Experience conducting research and scholarship in a relevant field</p> <p>Young Artist Development: Familiarity with mentoring and supporting young artists.</p> <p>Networking Associations: Membership of, or involvement in, relevant arts sector associations</p> <p>Schools and community projects: Knowledge or experience of community-based projects in the early music or related sectors</p>



Skills and Attributes	
Essential	Desirable
<p>Artistic Sensibility: A genuine passion for the festival's ethos and mission, and a deep appreciation for early music and the other art forms that comprise the festival</p> <p>Project Management: Strong organisational skills to understand the impact of artistic programming decisions on event delivery.</p> <p>Team Player and Volunteer Engagement: Ability to collaborate effectively within a diverse team of contractors, volunteers and unpaid staff.</p> <p>Communication: Excellent verbal and written communication skills for liaising with artists, managers, and stakeholders.</p> <p>Research: Willingness to research and evaluate potential artists and stay informed about industry trends.</p> <p>Adaptability: Ability to adapt to changing circumstances and work within budget constraints.</p> <p>Networking: Credibility to represent the festival in meetings with grant funders, donors, industry organisations and other cultural stakeholders</p>	<p>Financial Literacy: Basic understanding of budgeting and financial aspects related to festival programming.</p>

How to apply

To apply for this post, please send your CV along with a covering letter explaining what attracts you to this position, and evidence of your ability to meet the job description and person specification. Please also include details of 2 referees who will not be approached until interview stage.

Applications should be sent to Cathy Boyes, Festival Producer and marked **FAO Mirella Marlow, Chair of Trustees**. Please send applications by email to cathy@bremf.org.uk

For any questions or to set up an informal chat about the role please email cathy@bremf.org.uk or call 07958 790173.

Applications should be submitted by 11pm on **Wednesday 11 September 2024**.

Interviews will take place in person in Brighton on **Monday 23 September 2024**.



Brighton Early Music Festival is committed to equal opportunities and actively promotes diversity in the core team and family friendly working. We welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age. We would be grateful if you could complete and send our equality and diversity monitoring form along with your application if you are happy to do so. The information provided will be kept confidential and will be used ONLY for monitoring purposes.