



## **Performing Arts Manager Position Description**

**Responsible to:**           **Head of Visual and Performing Arts**

**Hours:**                   **20 hours per week (term time only)**

The role of the Performing Arts Manager is a key one in the Visual and Performing Arts Department in our school. The primary function of the role is to manage co-curricular Arts performances within the school.

We are looking for someone who:

- Manages and curates the Schools' orchestras, concerts, productions, music performance workshops, and other musical events organised by the Visual and Performing Arts department
- Has good administration and communication skills
- Has experience in a similar position
- Has exceptional inter-personal skills
- Is flexible and willing to support other members of the team as and when necessary

This is an ideal position for someone who is passionate, professional, and organised in an education setting that will call upon a wide range of artistic and organisational skills.

### **Core Purpose**

The Performing Arts Manager will support our Visual and Performing Arts Department. They are responsible for assisting and providing support to the Head of Visual and Performing Arts in the smooth running of this department. The role encompasses the management of performances and similar events within the school. They will display a level of efficiency, professionalism, and confidence consistent with our school values. They will be required to build strong relationships with students, staff, parents and families as well as external organisations and members of the school community.

### **Core Outcomes**

- Students enjoy a wide range of opportunities to perform (music and associated Arts disciplines) at Pinehurst School
- Performances are enjoyable experiences for students, parents and staff
- Performances are planned, managed and budgeted effectively
- The Pinehurst community is engaged, with audiences that are large, active and happy

### **Core Responsibilities:**

1. Operational responsibility for planning and implementing the events and activities associated with concerts. This includes:
  - Artistic curation and operational management of music performance events hosted by the Head of Visual and Performing Arts.
  - Promoting, auditioning and leasing with performers and their parents.

- Creation and development of an annual publicity and promotion plan, which includes the maintenance and development of music archives, social media and digital publicity platforms and other forms of promotion in line with the School's outreach and admissions objectives.
  - Hire, distribution, collection and return of performance materials, booking of performance and rehearsal venues, including external venues, and hiring and tuning of instruments.
  - Developing effective networks and working relationships with colleagues and other stakeholders, sharing good practice and increasing knowledge and understanding across different administrative and technical operational areas, as required.
  - Providing operational direction to ensure that there is a culture of constant improvement.
2. Coordination and mentorship of Arts Council students selected for the Department's Front-of- House Scheme, managing box office and general hosting activities in relation to music concerts, productions and celebrations whilst delivering excellent customer service to students, staff and other stakeholders.
  3. Support and occasional coordination of student-run music group provision, inclusive of session/rehearsal timetabling, sourcing suitable venues, promotion support, in liaison with a given group's leader/manager/conductor.

The Performance Music Manager could be tasked with any combination of the following after consultation with the Head of Visual and Performing Arts:

#### **Department-specific administration**

- Managing the Department's music performance specialist spaces, including overseeing the administration of the Department's specialist locations where applicable. This includes day-to-day management of the teaching and practice accommodation, liaison with instrumental suppliers, hirers, removers, tuners and repairers, in particular, with respect to the contractual maintenance tuning for the Department's instruments.
- Planning, collaborating and overseeing the itinerant tutors and various instrumental programmes within the school by liaising with the group organisers and establishing policies by which they operate.
- Organising concerts so that students have opportunities to perform, trips and to music events and visits by outside music groups.
- Providing or sourcing piano accompaniment for performance students in their assessments/concerts.
- Managing the inventory of instruments and specialist equipment within the Music department of the Visual and Performing Arts Faculty

#### **Finance & Human Resources administration**

- Supporting department and school HR processes associated with music performance at the school, for example timesheets.

The position holder will also be expected to undertake additional duties as is reasonable and appropriate and as requested by the Head of Visual and Performing Arts.

Accountable to:	Head of Visual and Performing Arts, Principals of College
Partnership with:	Students, parents and families, staff and outside agencies