

Armonico Consort

Consort Manager Job Specification

POSITION:	Permanent: Full-time Consort Manager
REPORTING TO:	Artistic Director
CONTRACT:	Permanent Full Time – 37.5 hours per week
SALARY:	£27,000 – £34,000 dependent on experience
HOURS:	Normal office hours Monday to Friday 09:00 to 17:00. Flexible working can be accommodated considering the occasional evening and weekend work required.
LOCATION:	The administrative office is based in Warwick CV34 4RX. Some home working may be possible.
START DATE:	March/April 2025

ABOUT THE ROLE:

Armonico Consort is a critically acclaimed choir and instrumental ensemble which entertains audiences across the country with its high-quality concerts, outstanding recordings, and innovative projects. The *Consort Manager* will be responsible for the co-ordination, planning and delivery of Armonico Consort's professional concert programme and its performers.

The successful candidate will work alongside the *Artistic Director* on the programming and scheduling of Armonico Consort's live music events, including the promotion of consort projects to external venues, festivals and international tours. The *Consort Manager* will also devise and monitor project budgets, work with the *Marketing Manager* on the delivery of promotional materials and build lasting professional relationships with performers and promoters. They will work closely with the *Consort and Marketing Coordinator* to deliver all areas of work. They will also work closely with the education and outreach team to maximise the successful delivery of our side-by-side programme with children and scholars.

We are looking for a highly motivated individual, possessing project management experience, strong negotiation skills, excellent attention to detail and a personable manner as well as a background in the arts and knowledge of classical/early music repertoire.

The post will be based at our office in Warwick but will require some occasional evening and weekend work on site at concert/tour performances.

Any offer of employment will be subject to receipt of a satisfactory Enhanced and Children's Barring List Disclosure from the Disclosure and Barring Service (DBS).

APPLICATION PROCESS:

To apply, please electronically submit your CV and covering letter (your covering letter should be no longer than 1 A4 page) to Becky Coates (*Consort and Marketing Coordinator*) bcoates@armonico.org.uk, no later than **12pm, Monday 3 March 2025**. In your covering letter please explain your suitability for the role and why it is of interest to you.

Please include details of **two referees**. We will only call for references after a successful interview.

JOB DETAILS

The *Consort Manager* will work closely with the *Artistic Director*, *Marketing Manager* and *Consort and Marketing Coordinator* to deliver all areas of work:

Artist Management

- Control the management, booking and contracting of freelance performers and external fixers
- Outline and communicate project details with freelance performers and fixers
- Negotiate fees with freelance performers and fixers
- Agree, produce and disseminate project schedules, personnel lists, repertoire requirements and detailed briefings to performers and external fixers, assisting with accommodation and travel where necessary
- In conjunction with the *Consort and Marketing Coordinator (CMC)*, co-ordination of Local Consort Choir, including communication of project details
- Where appropriate, meet the specific needs of performers, soloists and conductors, whilst ensuring equality, diversity and fairness, regardless of their differences

Artistic Programming and Marketing

- Work with the *Artistic Director* to agree concepts and content for season brochures and online listings
- Liaise closely with the Marketing department to produce accurate promotional materials across venues, festivals, promoters and other platforms as necessary
- Provide relevant and continuous project information to the Marketing department as required, in accordance with stringent print and publishing deadlines for each concert programme, season brochure and all online listings.
- Assist marketing with proof reading and close inspection on artistic content for all publicity.

Venue, Event and Production Management

- Manage the scheduling of Consort events and tours, obtaining suitable venues and managing logistics
- Work closely with the Education department to plan and deliver joint Consort and schools' concerts where relevant
- Negotiate fees, terms, conditions and charitable rates where applicable to contract
- Coordinate ticketing with Box Offices and produce seating plans in conjunction with venues
- Obtain regular ticket reports and relay updates to the *Artistic Director* and Marketing department
- Oversee all venue and event logistics including music, instrument & equipment hire, stage plans, access requirements (including parking and loading for musicians)
- Agree and implement all production requirements in advance with *Artistic Director*
- Produce detailed lighting, sound and production requirements in advance, liaising with venue staff and leading its implementation on the day
- Produce and disseminate risk assessments in advance incorporating individual venue assessments and specific conditions
- Act as the *Event Manager* at all Armonico Consort productions, ensuring the smooth running and direct liaison with the *Artistic Director*, leading musicians, venue production staff and front house teams
- Ensure health & safety procedures are followed, made aware of and implemented at every location, rehearsal and performance
- Follow and apply all Safeguarding for Children and Adults at Risk policy, as outlined by *Director of Operations and Outreach*
- Brief volunteer/staff teams at events to ensure they are informed to provide an excellent audience experience
- Liaise with the Development team to ensure they can prepare for and deliver the VIP, membership and patron's programme at events
- Overall responsibility for volunteer management, assisted by the CMC

Budgeting & Finance

- Create and manage all Consort event budgets
- Set appropriate ticket prices and project fees within agreed budget
- Provide regular updates to the Development and Fundraising teams
- Provide accurate and timely fees/expenses/costs data to the *Finance Manager* to ensure prompt payment within agreed terms (including staff Per Diems)
- Liaise with Box Offices to ensure timely and accurate settlements

Music Library and Resources

- Source, prepare and issue music as appropriate and within copyright law
- Manage music hire and avoid additional charges
- Manage instrument and other musical equipment hire
- Ensure GDPR legislation is followed
- Provide PRS information to venues
- In conjunction with the CMC, manage the purchasing and sales of Armonico's CD's

Line Management

- The *Consort Manager* is jointly responsible with the Marketing Manager for the line management and development of the *Consort & Marketing Coordinator*.

This list of responsibilities is not exhaustive, the successful candidate will be required undertake further duties as directed and agreed with the Artistic Director.

CANDIDATE SPECIFICATION:

Essential Skills and Experience
Experience in artist management and contracting of musicians
Experience in arts administration with excellent organisational skills and a strong eye for detail and a high level of accuracy
Highly developed project management skills, including budget management
Understanding of and ability to read music and specific knowledge of classical/early music repertoire
Excellent interpersonal, written and verbal communication skills
Strong negotiation and influencing skills
High level of computer literacy, including most Microsoft packages
Ability to work independently and act on own initiative
Able to work well under pressure and remain calm
Able to work confidently with a wide range of external professionals
Ability to look ahead to anticipate issues, to problem-solve under pressure and to quickly identify solutions
Ability to plan and prioritise workload to meet conflicting deadlines
Ability to demonstrate resilience and react to changes at short notice
Strong leadership skills, with the ability to manage both paid and volunteer workers
Ability to assimilate information at a high level and fast pace
Full driving licence and access to your own car for work