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**PRODUCER**

**(Part Time, minimum 6-month term)**

**JOB DESCRIPTION**

**About the Festival**  
The Vale of Glamorgan Festival is a leading festival of contemporary music with an international reputation which takes place annually in September, at present. Its mission is to celebrate living composers; each year the Festival enables its dedicated and growing audiences to take a deep dive into the work of composers currently working in Wales and around the world.

The Festival is seeking a Producer to work closely with the Artistic Director and the Board of Trustees to deliver the 2023 festival and develop the organisation’s future activity. It is anticipated that the successful candidate will be able to take up position very soon after appointment.

**Accountability:** The role of Producer is a freelance position reporting to the Festival’s Artistic Director and the Board of Trustees (through the Chair).

**Location:** The location of the post is Cardiff/Vale of Glamorgan and the post-holder will conduct the role from home, travelling as required for meetings with the Artistic Director, the Board of Trustees and other collaborators, and to all venues as required within the Festival period.

**Terms:** The post is offered as a freelance position working the equivalent of 2 days per week, commencing as soon as possible. A fixed fee of £1,000 is payable monthly in arrears for the duration of the Festival period. Reasonable expenses reimbursed.

**Overall purpose of the post**  
The Producer of the Vale of Glamorgan Festival is responsible for the overall delivery of the Festival. Working closely with the Artistic Director and the current Producer, the post-holder will undertake the delivery of the artistic programme, alongside operational management and overseeing and working within the operating budget of the Festival.

**Event Planning and Delivery**

The Producer oversees and organises all the logistics of delivering the Festival on the ground and online. This represents a significant proportion of the role and includes the following:

* Communication with artists, venues, composers, arts and other organisations
* Preparing contracts for signing by the Artistic Director in liaison with him
* Preparing a detailed itinerary for scheduling and organising all festival activity including events, rehearsals and artists’ transport
* Ensuring oversight of marketing and social media strategies (currently in collaboration with a freelance marketeer)
* Coordinating the work of additional freelance staff and any volunteers as appropriate.
* Making the arrangements for speakers/artists to undertake discussion events around the main performances
* Coordination of music for artists and instrument hires
* Booking accommodation for artists within agreed budgets
* Booking and communicating technical requirements with and to external technical support services
* Communication and relationship development with schools and community organisations
* Communication and relationship development with key funders including the Arts Council of Wales, the Vale of Glamorgan Council and Arts Active
* All logistics around the Peter Reynolds Composer Studio (the Festival’s artist-development strand) including communication with participants
* Securing licences as required for events
* Coordinating Festival launch events and any receptions for sponsors/Festival Friends

**Financial Management**  
It is the Producer’s role to deliver sound financial management of the Festival and maintain close financial oversight of all areas of the business in line with agreed budgets.

Specific responsibilities include:

* In collaboration with the Artistic Director administering and maintaining the annual budget, maintaining budgetary control, and ensuring that the Festival programme is delivered to agreed budgets
* Generating updated budget reconciliations and presenting them to the Board as required
* Undertaking the quarterly VAT returns in collaboration with the Chair of Trustees and independent accountant
* The preparation of documentation to enable the independent accountant to prepare annual accounts
* Cash-handling at events; online banking as required
* Processing of all Festival payments including issuing of invoices and contracts
* Preparation of Gift Aid claims

**Governance**  
The Producer and reports to Board meetings and acts as secretary to the Board, including the preparation and circulation of board agendas and papers.

The development and implementation of appropriate policies and procedures across all areas of the business is also undertaken by the Producer, who is responsible for ensuring their regular review and implementation.

**PERSON SPECIFICATION:**  
The Producer will be passionate about live music and will have demonstrable relevant experience in arts/event management. The role requires a broad range of skills, experience and personal attributes including the following:

**Experience & Skills**

**Essential**

* Strong organisational skills
* Sound financial management and planning skills and experience of managing budgets
* Excellent communication skills (written and verbal) and the confidence to deal with a range of stake-holders including funders, artists, venues, arts organisations as well as the general public
* Familiarity with and understanding of the culture of Wales
* Good contacts and networks in the arts sector and in Wales in particular
* Live music event management experience
* Understanding and experience of organising community engagement activity
* Excellent administrative and IT skills and confidence in using a variety of systems to manage the business effectively
* Commitment to equalities, diversity and inclusion, as well as an awareness and understanding of embedding these priorities into delivery
* Holder of valid full driving licence with access to vehicle

**Desirable**

* The ability to communicate through the medium of the Welsh language

**Personal characteristics**

The successful candidate will be:

* Self-motivated and disciplined, able to work independently and pro-actively in situations requiring flexibility and creative problem solving
* Able to manage multiple priorities and work to and meet tight deadlines
* Enthusiastic, with a “can-do” attitude and willingness to be hands-on, undertaking tasks at many levels as necessary for the successful delivery of events

**General**

The Vale of Glamorgan Festival is committed to equal opportunities in all areas of its work and aims to ensure that everyone who applies to work with us receives fair treatment.

**APPLICATION PROCESS**

Your electronic application, which should be sent to the chair of Trustees at [david@lermon.org](mailto:david@lermon.org) ,should include the following:

* A letter setting out your relevant experience to date and how you meet the job description and person specification (no more than 2 sides A4 please)
* A copy of your current CV, highlighting relevant work and skills, including two referees to be approached only at the point of job offer
* Applications should be submitted electronically by 6.00 pm on **Monday 3 April**
* Short-listed candidates will be contacted on or before **Sunday 9 April**
* Interviews will take place by Zoom on **Wednesday 12 and Thursday 12 April**

To arrange an informal discussion about the role or for any queries please contact the Artistic Director, initially by email: [john@johnmetcalf.uk](mailto:john@johnmetcalf.uk)

**ADDITIONAL BACKGROUND**  
The Festival was founded in 1969 by composer John Metcalf MBE, who remains Artistic Director. Initially the programme featured a broad range of music from all periods; however, it was the bold decision taken by the Festival in 1992 to re-focus and present only the music of living composers which garnered the event international recognition as well as the 1994 Prudential Award for the Arts.

Each year the festival presents in-depth profiles of the works of selected UK and international composers alongside works by the composers of Wales. These profiles have included the works of the likes of Steve Reich, Arvo Pärt, Henryk Górecki, Peter Sculthorpe, Ross Edwards, Philip Glass, Giya Kancheli, Galina Grigorieva, Howard Skempton, Qigang Chen, Graham Fitkin and Donbrinka Tabakova among many others. As a result the festival has developed a truly international outlook, delving into the musical sound worlds of Australia, China, Denmark, Estonia, Latvia, Lithuania, Mexico and many other countries.

The Festival launched the Peter Reynolds Composer Studio in 2017. This is a week-long course which runs alongside the Vale of Glamorgan Festival, in partnership with Cardiff University School of Music. The course offers composers the opportunity to tap into a rich resource of expertise through tutorials and workshops and to compose new work which is performed by professional musicians during the festival.

**Structure**

The Vale of Glamorgan Festival is both a Charity and Company Limited by guarantee. The Festival is led by the Artistic Director, John Metcalf MBE, and the Producer who are responsible to the Board of Trustees. Media, marketing and fundraising support is provided by additional freelance consultants, with further freelance technical and event management staff engaged for the delivery of the festival.   
  
**Funding**

The Festival secures funding on an annual basis from a range of sources, a mix of public funding, earned income and via applications to UK and international Trusts and Foundations and other grant-giving bodies. A Friends organisation forms the backbone of income from individuals.

Crucial to this support continues to be the sustained contributions from the Arts Council of Wales.

**Partnerships**

The Festival has developed a wide range of much-valued national and international partnerships which enable it to invite to Wales exceptional composers and performers and to present its programme each year, together with an embedded programme of community engagement activity.

Key traditional concert venues have included St. David’s Hall, the BBC Hoddinott Hall and the Royal Welsh College of Music & Drama, alongside a great range of community venues spread across the Vale of Glamorgan and Cardiff.

A growing range of partnerships with education and grass-roots organisations enables the Festival to extend its reach into communities and there are some exciting projects in the pipeline for the 2023 festival.