



### **General Manager job outline – Hastings International Piano**

Terms: Full Time 37.5 Hours per week plus evening weekend concerts and throughout the Piano Concerto Competition and Festival in February March

Holidays 20 days plus bank holidays.

Salary: £28-30,000 Dependent on Experience.

Office and Home Based

1 Year Fixed Contract with Review In Lieu of Extension after 12 months.

2 Month Notice Period in Year 1, Rising to 3 Month Notice Period in Subsequent Years.

Application is by email with covering letter and C.V.

[ian.roberts@hastingsinternationalpiano.org](mailto:ian.roberts@hastingsinternationalpiano.org)

Applications close on Tuesday 6 July at Midday.

### **About Us: Educate and Inspire Through World Class Performance**

Hastings International Piano is the charity that produces the globally renowned biennial Hastings International Piano Concerto Competition in the historic town of Hastings, on the south coast of England. The charity also produces the biennial Hastings International Piano Festival in the alternate year of the competition and an education programme of workshops and music learning experiences. The charity also presents a series of fundraising concerts throughout the year at venues across the region.

Prizewinners of previous competitions have won prizes at major international competitions, including Van Cliburn and Tchaikovsky and have gone onto forge international performing careers playing with the leading orchestras and most prestigious concert halls.

Hastings International Piano is now an independent Charity with a New Board of Trustees and is led by Managing Director Ian Roberts.

**General Manager Role:** The role is multi-faceted and will suit an extremely well organised, driven and details focused individual. The candidate must have at least 5-8 years experience in an arts administration role, an excellent knowledge and interest of/in classical music. They must also have excellent event and stakeholder management experience.

### **Concerts**

- Organise all concert logistics from budgeting, artist liaison, venue management, ticket management, VIPs and hospitality.
- Contracting and managing all third parties (designer/ photographer/ film/ streaming/ volunteers etc),
- Support the marketing department.
- Obtain all necessary licenses
- Liaise with other organisations to confirm engagements for prizewinners.

### **Competition/ Festival**

Manage all logistics to include-

- Contestant management (from entry, applications, auditions, logistics, through to competition completion)
- Jury management (from contracting, logistics of accommodation/travel/hospitality), and Jury marking/results
- Manage logistics with other artists ie Orchestras, accompanists, page turners
- In a festival year, manage all artist hospitality/tech needs/travel etc
- Venue management (all logistics/ticketing/marketing/hospitality/production etc)
- Volunteer logistic management- managing all volunteer schedule, host families, piano owners and drivers schedules.
- Results and competition scheduling- scheduling each stage of the competition and distributing results and schedules to all parties.
- Support the marketing department, and oversee marketing spend and advertising placement.
- Contracting and Managing all third parties (designer/ photographer/ film/ streaming/ production etc)
- Manage all hospitality events ie drinks receptions, invite lists for gala dinners etc
- Produce marketing literature including annual programme

### **Fundraising**

- Support the MD in all aspects of fundraising, including managing the Arts Council portal and bid writing.
- Oversee the work of the voluntary Friends and Patrons Coordinator.

### **Governance**

- Support the chair by advising on the structure, composition and engagement of the board
- Fulfil the role of company secretary ensuring the charity complies with all legislation; review board constitution and composition.
- Develop policies.

### **Engagement**

- Oversee the work of the Engagement Manager and support logistics, helping manage relationships with schools and local partners.