



## Managing Director Job Specification

The Trustees of the charity Hastings International Piano seek to appoint a new Managing Director. The principal activities comprise the biennial Hastings International Piano Concerto Competition, which takes place in March 2024, and other events as may be agreed with the Board.

Reporting to the Board of trustees for all aspects of HIP's business, you will be responsible for setting out a clear vision for HIP's development, for creating an exciting and ambitious strategy for HIP and for delivering the next competition and associated events.

You will have a track record of artistic leadership and a good working knowledge of the performing arts, particularly relating to the piano and orchestral repertoire, able to deliver a competition of world class standard, and a programme of local and national events to support the work and brand of HIP.

You will have sound financial acumen, able to balance creative ambition with financial risk, and deliver all events within an agreed, balanced budget.

The successful candidate will be a good team player, working closely with Professor Vanessa Latache, Artistic Director of HIP, Sarah Coop, Development Director, a small staff of professionals and a dedicated team of volunteers.

### Principal duties include:

#### **Hastings International Piano Concerto Competition**

- Develop a long-term strategy for the Competition
- Deliver on time and within budget the biennial HIPCC.
- Devise and implement a strategy for growing HIP's education programme
- Develop good working relationships with all key stakeholders
- Identify and cultivate new artistic partners
- Work with the Director of Development to identify new sources of funding
- Work with the Artistic Director to identify and engage the audition panel and competition jury members.
- Oversee the work of the artistic production teams and attend events as required.

#### **Financial Management**

- Oversee the work of the Finance Controller
- Have overall responsibility for delivering all HIP projects and events within agreed budgets
- Ensure management accounts and other financial information are provided to the Board.



### **Fundraising**

- Agree funding priorities and targets with the Board and Development Director
- Deliver and attend fundraising events as required

### **Marketing and Audience Development**

- Oversee the work of the marketing and communications consultant
- Deliver a coherent, strategic and affordable marketing and comms strategy

### **Management team**

- Provide support, line management and annual reviews for all staff
- Manage staff recruitment
- Oversee the team of volunteers
- Ensure regular contact and effective communication with all part-time, voluntary and non-office based staff

### Person specification

#### **Essential qualities, skills, and knowledge**

- Substantial experience at a senior level in arts management
- A thorough working knowledge of classical music particularly the piano repertoire
- Understanding of private and public funding models in the arts sector
- Demonstrable experience of financial management and fundraising principles
- Excellent written and spoken communication skills
- Experience of IT and new media
- Excellent interpersonal skills, and confidence dealing with a wide range of people
- Resourceful and adaptable, able to work independently as well as lead a team

### Terms

This role is offered part-time (0.8) in the first instance, with the potential to become full-time. It is understood that the approach to, and period of the competition will become full-time, and the salary will be increased accordingly. Salary is commensurate with experience. 25 days' paid leave per year, plus bank holidays, for a full-time contract (pro-rata for part time). You will be enrolled in the workplace pension scheme.

### How to apply

Please send a CV and covering letter to [info@hastingsinternationalpiano.org](mailto:info@hastingsinternationalpiano.org) by 5pm on 19 May 2023.

Interviews will be held on zoom in the week beginning 29 May 2023.