

KLOSTERS SUMMER MUSIC FESTIVAL

GENERAL MANAGER - Job Description

The Klosters Music Festival is seeking to recruit a general Manager. This is a part-time year-round role requiring a commitment of 2.5 days per week, pro-rata. We are looking for an individual who is well organised, entrepreneurial, with strong communication and interpersonal skills. The General Manager must have flair, natural leadership skills and capable of representing the Festival at every level. He/she must be fluent in German and English and have a minimum of three years' relevant experience within an established and successful music organisation.

Reports to: Festival Director

Manages: Production Team (seasonal), Financial Controller (part-time), Marketing Assistant (part-time), Front of House Team (seasonal)

Liases with: Head of External Affairs and Donor Relations, Friends' Committee and Volunteers' Committee

Role and Responsibilities

Managing the administrative and operational requirements of the Festival on a day-to-day basis.

Responsibilities will include:

Planning and managing the Festival programme under the direction of the Festival Director.

Setting and managing the annual budget and monthly forecasts, maintaining a detailed overview of all income and expenditure and reporting to the Board and Festival Director as required.

Working with the Board and Head of External Affairs and Donor Liaison to raise the funds required to support the artistic programme and operation of the Festival.

Person Specification

A minimum of three years' relevant experience within an established and successful music organisation.

A passion for, and significant knowledge of, the classical music field and related art forms.

Managerial experience, including demonstrable evidence of ability to motivate and manage staff and work with stakeholders at managerial level.

Experience of planning and managing budgets.

Experience of working with funding bodies to generate income.

The ability to think strategically.

The ability to work on own initiative and develop partnerships and collaborations.

The ability to work as part of a team and with volunteers.

Excellent interpersonal and communication skills, both verbal and written.

Attention to detail.

IT literate.

Willingness to work unsocial hours, including evenings and weekends.

Fluent in German and English.

Operational

Plan and manage Festival events in close consultation with the Festival Director, Festival Hall Manager and other Festival venues.

Contract and manage production team (seasonal), front of house team (seasonal), and work closely with the production team and front of house team in the planning and execution of all logistic and practical issues relating to Festival events.

Engage and manage volunteer stewards prior to and during the Festival.

Negotiate and manage contracts for all suppliers and contractors.

Manage the Festival office.

Financial

Manage all income and expenditure, working closely with the Financial Controller to monitor cash flow, transfers and all payments of invoices, liaising with the Board as required.

Oversee the completion of VAT Returns and the production of Year End Accounts and compliance with Charity Law.

Contract all artists' fees.

Attend Board meetings. reporting on fundraising, marketing, PR, operational and financial matters as required.

Sales and Marketing

Appoint and contract Marketing Assistant and Print Editor, in consultation with the Board, and negotiate terms within a budget set by the Board.

Manage the production of the Festival sales material and Festival Brochure.

Create a marketing strategy in consultation with the Festival Director and Board to meet budget targets set by the Board.

Manage the implementation of the marketing strategy reporting to the Board as required.

Fundraising, Donor Liaison and Sponsorship

Support the work of the Head of External Affairs and Donor Liaison and Fundraising Assistant as required, in particular assisting in the creation of a fundraising strategy and the preparation of fundraising applications.

General

To be an ambassador for the Festival, building relationships with stakeholders, partners and the local community to ensure that the Festival establishes an outstanding reputation locally, nationally and internationally.

To represent the Festival at concerts, sponsorship and press events.

To undertake such other duties as may be reasonably required by the Festival Director and the Board.

Terms and Conditions

The General Manager will not be required to live in Klosters during the year. Accommodation will be provided for the duration of the Festival.

Competitive salary package, paid monthly.

Please submit your application, in confidence, to: KMF@klostersmusicfestival.ch

Closing date for applications: 12th October 2017.