



RYEDALE
FESTIVAL

FESTIVAL MANAGER

CANDIDATE INFORMATION PACK

'Yorkshire's boldest Festival' - The Times

'The jewel in Yorkshire's cultural crown' - The Guardian

'quality artistic direction and an inclusive rather than exclusive approach to audiences' - Opera Now

'A revelation by the name of Ryedale...this festival has something real to offer. The programming is good, the artists well-chosen, the locations fabulous: an unbeatable package' - Catholic Herald

'The Ryedale Festival, which animates the churches, stately homes and spas of North Yorkshire each summer, seems alive and sprouting – not least to the visionary direction of Christopher Glynn, a distinguished piano accompanist who has turned into an inspired programmer and a canny spotter of rising young talent.' - The Times

'One of the most memorable projects that I've ever witnessed...the kind of life-changing event that concert-goers always want but rarely find . . . these concerts ran in places of extraordinary beauty – as does everything at Ryedale' - Classical Music Magazine

Ryedale Festival

The Ryedale Festival is one of the UK's most exciting and enterprising classical music festivals. Every year, it welcomes enthusiastic audiences to a wide-ranging and distinctive programme in many spectacular venues in and around Ryedale, North Yorkshire – an area full of history and natural beauty.

Shortlisted for a Royal Philharmonic Society Award in 2020, the festival enjoys the warm support of the local community and a reputation as one of the most attractive summer festivals in Europe. Innovative and diverse programming attracts top-level artists from all over the world, but the spirit of the festival is equally found in its many participatory events, including a long tradition of Community Operas.

Broadcasts on BBC Radio 3 bring the festival to a national audience and long-term partnerships have been developed with the Halle Orchestra, BBC New Generation Artists, Orchestra of the Age of Enlightenment, Opera North, Royal Northern Sinfonia, Manchester Collective, Leeds International Piano Competition and many others.

The breadth and depth of the festival's impact is reflected at the box office, where it recently achieved record-breaking ticket sales for ten years in succession. Among many exciting and ambitious plans for the future, the festival recently created an online platform called *RyeStream* to share performances with music-lovers far and wide.

Festival Manager

An outstanding opportunity to play a key role in one of the UK's most exciting and fast-growing classical music festivals. The ideal candidate will be resourceful and organised, able to take responsibility for their own work and build good working relationships with the festival's many stakeholders. They will establish a stable and effective presence at the heart of a small but committed team of staff and volunteers, working flexibly across a wide range of tasks, and contributing at many different levels. There is considerable potential for the role to grow to reflect the abilities and ambitions of the right candidate.

Job Profile

Key responsibilities include, but are not limited to, the following:

Festival Office

- Take overall responsibility for the running of the festival office and Box Office, including database administration, documentation, licensing, and office technology
- Work closely with the Artistic Director and Chairman and play a central role in the planning and implementation of all festival activities
- Oversee the festival's policies (including those relating to Health and Safety, Safeguarding, Data Protection, Diversity and Sustainability, Risk Assessment, HR and Insurance), ensuring appropriate standards are maintained
- Ensure compliance with statutory reporting requirements in relation to Companies House and the Charity Commission
- Attend Board Meetings, acting as Secretary to the Board and its various sub-committees
- Be present at key festival events, working flexibly and proactively to deal with a wide range of operational tasks as they arise

Marketing, Communications and Stakeholders

- Work closely with the Artistic Director to plan and implement the festival's annual marketing, advertising and PR campaigns
- Manage all events, publications and communications relating to the festival's many members and subscribers
- Maintain and develop positive and beneficial relationships with the festival's corporate sponsors and sponsors-in-kind
- Work closely with the Volunteers Coordinator and the festival's many volunteers, nurturing the goodwill that is a key component of the festival's success.
- Work closely with the festival's PR team to oversee the festival's external communications and social media presence

Funding Streams

- Lead the festival's annual drive to secure advertising and corporate sponsorship
 - Work closely with the Chairman, Artistic Director and Fundraising Consultant to develop funding streams from private and corporate donors
 - Work closely with the Artistic Director to develop and annual schedule of funding applications
-

Team

- The role reports to the Artistic Director who has overall responsibility for the festival's programming and operations
 - The Festival Manager will have line management responsibility for some staff members, including the Assistant Treasurer who is also based at the festival office
 - They will also work closely and collaboratively with the festival's Fundraising and PR Consultants, the Festival Producer, seasonal contractors, and the festival's many volunteers
-

Person specification

Essential

- Excellent interpersonal skills
- Good grasp of IT, including Excel
- Self-motivated and able to work independently, but also collaborative
- Enthusiasm for the festival and classical music
- Current driving licence

Desirable

- SAGE literate
 - Arts or charitable sector experience
 - Experience of managing a team
 - Professional written communications and/or marketing experience
-

Timeframe

30 September 2021	Deadline for applications
5 and 8 October 2021	First round interviews (video call)
18 October 2021 (tbc)	Final interviews (in person)
Start date	Preferably by January 2022

Salary

This is a permanent position for four or five days per week, but also flexible and responsive to the demands of the festival. Remuneration is expected to be in the region of £27-£31K FTE, but negotiable and dependent on experience.

Holiday

30 days per annum (including Bank Holidays)

Location

Based at the festival's office in Pickering, with some flexibility for home working once the position is established.

How to Apply

- Please submit a CV and covering letter to Jo Rackham at recruitment@ryedalefestival.com by 30th September 2021.
 - The Ryedale Festival is an inclusive employer and warmly welcomes and encourages applications from people from all backgrounds and experiences. If you have a disability, please indicate in your application whether you need any specific assistance or adjustments to enable you to be interviewed if invited.
-