



RYEDALE
FESTIVAL

FESTIVAL MANAGER

CANDIDATE INFORMATION PACK



About the 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, selling thousands of tickets for around 70 events held at many spectacular venues in and around Ryedale, North Yorkshire – an area full of history and natural beauty.

Shortlisted for the Royal Philharmonic Society Awards in 2020 and 2022, and winner of the Northern Enterprise Awards 2022, 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 Hallé 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 has achieved record-breaking ticket sales over 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. It has also partnered with the Richard Shephard Foundation to bring musical opportunities to primary school children across the region.

'Yorkshire's boldest festival'
The Times

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

'The kind of life-illuminating event that concert-goers always want but rarely find...with some of the best ideas of any festival I know'
Classical Music Magazine

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

'Ryedale punches above its weight with an extraordinary breadth of programming, with local talents and star musicians sharing top billing.'

'Yorkshire's Ryedale Festival always wraps its arms around its community. Local people don't just watch the star visitors; they come in droves to get equally involved.'
Royal Philharmonic Society Awards, Finalist 2020 and 2023

'The region has a strong arts and culture legacy and that is certainly highlighted by the success of Ryedale Festival. It is an opportunity for families across the county to share in their love of music at some of the most beautiful venues the region has to offer.'
Yorkshire Post, Editorial 2023

Festival Manager

This role represents an excellent opportunity to play a key management role in one of the UK's most successful and fast-growing classical music festivals. The ideal candidate will be enthusiastic, resourceful and organised, able to manage a team and build good working relationships with the festival's many stakeholders. They will establish a stable and effective presence at the heart of the festival, ensuring operational excellence and contributing at many different levels.

Job Profile

The role reports to the Artistic Director, who has overall responsibility for the festival's strategy, programming and operations. Key responsibilities include:

Team

- Working closely with the Artistic Director to ensure all aspects of the festival's activities run smoothly and professionally
- Line managing the Festival Assistant, Assistant Treasurer, Box Office Manager, Membership Secretary and seasonal freelance staff
- Working closely and collaboratively with the festival's many volunteers, nurturing the goodwill that is a key component of the festival's success

Festival Office

- Overall responsibility for the efficient running of the festival office and Box Office
- Managing the contracting of all artists and venues, and sustaining positive working relationships with all supporters and suppliers
- Overseeing budgeting and financial management
- Managing of office software, databases and the festival website
- Ensuring compliance with statutory reporting requirements in relation to Companies House and the Charity Commission
- Maintaining and implementing the festival's policies, ensuring appropriate standards

Events

- Working closely with the Artistic Director and seasonal freelance staff to manage the planning, implementation and logistics of all festival events
- Ensuring effective team presence and management responsibility at all festival events
- Coordinating artist liaison, transport, accommodation and hospitality

Marketing and Communications

- Overseeing the festival's annual marketing, advertising and PR campaigns
- Coordinating publications and communications relating to the festival's subscribers
- Maintaining and developing positive and beneficial relationships with the festival's many donors, sponsors and supporters-in-kind

Funding

- Working closely with the Artistic Director and Chairman to support fundraising, including developing an annual schedule of applications to Charitable Trusts and Foundations
 - Overseeing the festival's annual drive to secure advertising revenue, meeting core targets
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Person specification

Essential

A team player with excellent interpersonal skills

Good written and verbal communication

Excellent organisational skills, attention to detail and the ability to prioritise workload

Ability to manage a team

Office, IT and budget management skills

Enthusiasm for the festival and its aims

Current driving licence

Desirable

SAGE literate

Arts or charitable sector experience

Management experience

Marketing experience

Love of classical music

Salary

- This is a permanent position for either four or five days per week, but also flexible and responsive to the seasonal demands of the festival.
 - The salary will be commensurate with experience but is expected to be in the range £33,000 - £38,000 FTE, with NEST pension.
 - Holiday entitlement is up to 30 days per annum (including Bank Holidays)
 - The role is based at the festival's office in Pickering, with flexibility for a mix of part-office/part-home working each week once established in the role.
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How to Apply

- Please submit a CV and covering letter to recruitment@ryedalefestival.com
 - **The deadline for applications is 21st December 2023**
 - First interviews will be held by video call on 4th and 5th January 2024. Final interviews will be held before the end of January at the festival offices in Pickering, N Yorkshire.
 - 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.
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