



c/o The Bursar  
Royal Grammar School  
Amersham Road  
HIGH WYCOMBE  
Buckinghamshire  
HP13 6QT

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Concerts Manager</b>
<b>Location:</b>	<b>High Wycombe</b>
<b>Contract Type:</b>	<b>Self-employed Consultant – 1 year fixed term contract</b>
<b>Project:</b>	<b>11.6 days</b>
<b>Work pattern:</b>	<b>To be discussed</b>
<b>Remuneration:</b>	<b>Competitive</b>
<b>Reports to:</b>	<b>Principal</b>

### Primary Job Purpose

To oversee with the Principal the creative and practical aspects of CMA concerts and events.

### Responsibilities

- To organise venue hire, planning and administration for concerts
- To produce and distribute rehearsal schedule
- To produce plans for stage management and kit requirements
- To collate, produce and copy concert programmes
- Liaison with Parent Partnership for provision of refreshments
- Venue liaison, risk assessment and safeguarding
- Preparation of communications for teachers and families
- To work with the Schools Liaison Manager during large scale events
- To attend all CMA organised concerts
- Any other duties commensurate with the post that may be assigned by the Principal

### Knowledge

- Proven experience of organising events
- An understanding of the musical world and its impact on young people
- Excellent administrative and computer skills

### Personal attributes and other requirements

- Well organised, managing your own time effectively, responding to changing priorities and meeting deadlines as required
- Excellent and accurate standard of written, online and verbal communication
- A confident communicator, able to represent CMA in any context
- Open minded and creative, willing to generate new ideas for development and growth
- Forward looking, with an open, growth-orientated mind-set and the ability to see the 'big picture'
- A team player who is happy to share and receive ideas

### **Our Values**

- We welcome all young musicians in the Chilterns
- We play the music that we love within a community of friends
- We strive for excellence at every level
- We encourage each child to grasp the opportunities available to them to fulfil their musical potential

### **Health and Safety**

- Promote, monitor, and adhere to “Safer Recruitment” and “Safeguarding” policies and procedures
- Exercise professional and pastoral care for managed staff, ensuring compliance with appropriate statutory requirements and policies
- Take care of your own health and safety and that of others who may be affected by your actions at work
- Co-operate with Trustees and co-workers to help everyone meet their legal requirements
- Promote and safeguard the welfare of everyone involved with CMA, reporting any concerns to the Principal in accordance with protocols and procedures

To apply: Please complete our CMA application form

Closing date for applications Sunday 30<sup>th</sup> June at 12pm

Opportunity to come and see CMA in action 28<sup>th</sup>/29<sup>th</sup> June