**Person specification**

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| **Job title: Music Programme Manager** |



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| **Department: Communities** **Service: Sport & Culture****Grade:** **Post reference number:**  |
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| **Areas of****responsibility/****requirements** | **Requirements** | **Measurement** |
| **P** | **A** | **T** | **I** | **D** |
| **Classical Music Experience** | Extensive working knowledge of classical music repertoire as well as UK based and international orchestras, conductors and soloists  |  | ✓ |  | ✓ |  |
| **Event Management**  | Experience of managing a variety of events within a venue setting |  | ✓ |  |  |  |
| **Venue Experience** | Experience of delivering a classical, orchestral and non-orchestral music programme for a diverse audience within a performing arts or entertainment venue/organisation |  | ✓ | ✓ | ✓ |  |
| Experience of working collaboratively to achieve venue objectives both internally with colleagues and externally with key partners  |  | ✓ |  | ✓ |  |
| Experience of and ability to write marketing copy for classical, orchestral and non-orchestral music performances to suit multiple audiences |  | ✓ | ✓ |  |  |
| Knowledge of and interest in audience development practices particularly related to classical, orchestral and non-orchestral music  |  | ✓ |  | ✓ |  |
| **Project Management** | Experience of planning multiple events which complement each in the service of the overall aims of the organisationEffective project management skills and experience particularly related to classical, orchestral and non-orchestral music programmingExperience of working under pressure, prioritising projects/work to meet tight deadlines, multi-tasking as appropriateAbility to work on own initiative and as part of a team |  | ✓✓✓✓ | ✓ | ✓✓✓ |  |
| **Communication and Interpersonal**  | Able to communicate effectively, both verbally and in writing with a wide range of people and organisations including strong presentation skills and the ability to speak in public to audiences of varying sizes and act as a spokesperson for the organisation  |  | ✓ | ✓ | ✓ |  |
| Strong interpersonal and negotiation skills in relation to working with orchestras, conductors, soloists, promoters and agents  |  | ✓ |  | ✓ |  |
| **Finance and IT**  | Experience of setting budgets for individual concerts and events and accurately forecasting income targets on these.  |  | ✓ |  | ✓ |  |
| Experience of Windows based software and the ability to use Microsoft Office to produce documents, reports and presentations as well as experience of using Outlook and online tools for communication and researchExperience of working with a Ticketing & CRM system to input, access and interpret audience data  |  | ✓✓ | ✓ |  |  |
| **Staff Management, Leadership and Planning** | Ability to effectively manage individual performance in accordance with agreed procedures. |  | ✓ |  |  |  |
| **Work to promote mutual respect and equality, diversity & inclusivity** | Ability to develop effective working relationships with a wide range of groups and organisations, promoting equality, diversity and inclusivity and achieving participation from target groups |  | ✓ |  | ✓ |  |
| **Working Arrangements** | Able to work flexible hours including evenings and weekends to cover the needs of the service  |  | ✓ |  |  |  |
| Willingness to complete essential training for the post and maintain a level of continual professional development commensurate with the level of the post. |  | ✓ |  |  |  |
| Willingness to comply with the City Council’s non-smoking policy. |  | ✓ |  |  |  |
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| **P**: Pre-application **A**: Application **T**: Test **I**: Interview **D**: Documentary evidence |
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| **Prepared by/author: Jonathan Saville Date: June 2025** |
| **Job title: Programming Director Theatre Royal & Royal Concert Hall**  |
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