



CREATIVE PROGRAMMING MANAGER

Job title:	Creative Programming Manager
Reports to:	Head of Creative Programming (HoCP)
Appointment details:	Permanent, Full Time (35 hours per week), including some weekend and evening work
Salary:	£24k

ABOUT MANCHESTER CAMERATA

'...Britain's most adventurous orchestra' (*The Times*) and a Registered Charity, Manchester Camerata is redefining what an orchestra can do. Famous for innovation, the orchestra pops up in all sorts of places, from concert halls to nightclubs, and collaborates with a wide spectrum of artists, from classical superstars like [Martha Argerich](#) to the [Hacienda DJs](#). The orchestra's Music Director and conductor, Gábor Takács-Nagy, is one of the finest musicians on the planet, and a real magnet for international artists. Camerata is at the forefront of [music-led dementia research](#). Its pioneering community programme is research-led, and helps to promote social change and shape national policy.

BACKGROUND

The orchestra is in a period of growth. The number and types of partnerships and events it creates, produces and delivers is increasing and this role has been created to support that growth. It's a great opportunity to work with '...Britain's most adventurous orchestra' (*The Times*).

THE ROLE

The role will take responsibility for the programming, production and artistic evaluation of all promoted events in Manchester and the North West, and also agreed special projects. In addition, the role will also work closely with our marketing department from the beginning of the programming cycle through to the audience walking out of the door. Working very closely with the Music Director, and reporting to the Head of Creative Programming who is responsible for artistic strategy and external engagements.

PERSON SPECIFICATION

You will be creative, proactive, have bags of initiative and the commitment and energy to carve out this important new role with the HoCP, OM and wider team. A natural and open communicator, you will be highly organised, have a strong eye for detail and above all a positive and confident approach.

KEY RESPONSIBILITIES

1. In collaboration with the HoCP and Music Director, implement the orchestra's artistic strategy to deliver:
 - a. strong collaborative relationships with other Manchester organisations, including the museum, galleries, venues sectors, as well as the music sector
 - b. long term artistic ideas and programmes and annual promoted season of concerts and events in Manchester
 - c. the artistic partnership model in conjunction with the HoCP/CEO
 - d. other relationships that support our programme of promoted events - agents, venues and festivals, locally and nationally

2. Planning, production and evaluation:
 - a. Identify, research and deliver new ways for Camerata to **produce and present** its events
 - b. Work closely with the marketing department during the process of creating programmes to ensure we reach our target audience, deepen engagement with them and record the evidence of that
 - c. Be responsible for overseeing the [Culture Counts](#) Quality metrics evaluation system and create and implement an effective self evaluation framework for the Artistic Programme

3. To be responsible for the diary and budget of promoted activity:
 - a. hold the **orchestra diary** and liaise closely with the HofCP on all engaged activity
 - b. work closely with the Head of Communications to **achieve budget outcomes** for promoted concerts
 - c. negotiate and draw up all artist and venue/promoter **contracts and schedules**
 - d. ensure members receive accurate **monthly long term schedule** updates
 - e. prepare draft copy and write introductory programme notes for each programme
 - f. contribute to social media from an artistic point of view and support Camerata's PR in organising media interviews and performances with artists

4. To assist with and take responsibility for agreed special projects; specifically the HOME partnership.
 - a. Be the **main point of contact** between both organisations in the creation of 3 pilot events for this new partnership
 - b. Take responsibility for the **production and delivery** of each event
 - c. Oversee the **evaluation** of the HOME partnership

5. Manage the concerts department
 - a. Ensure all information is up to date on the relevant databases
 - b. Liaise with the MU, orchestra committee on all matters affecting or related to the MU/Camerata agreement
 - c. Lead the organisation on any recruitment processes with the CEO

The successful candidate must demonstrate the following essential knowledge & experience:

- Previous experience in the orchestral world
- Interest in a broad range of music
- Degree level qualification or equivalent
- Full driving licence
- Ability to stay calm in stressful situations

Desirable:

- Interest in cross arts projects and production of events outside of music / concerts
- Ability to write effectively for a variety of different audiences
- Previous knowledge of the MU agreement