**Two Moors Festival**

**Job Vacancy: Festival Administrator and Competition Manager; hybrid part-time role or two part-time positions**

**Job title**: Festival Administrator and Competition Manager
**Working hours**: Flexible, with busier patches across the year (including evening and weekends during the festival and YMC Competition - average of 1.5 days per week across the year)
**Salary:** £13 per hour invoiced on a monthly basis (travel expenses will be reimbursed)
**Reports to**: General Manager and Board of Trustees

**About Us**

The Two Moors Festival is a highly respected classical music festival in the UK, held every October in rural venues across Exmoor and Dartmoor. The Festival also nurtures young artists through its Young Musicians' Competition (YMC Competition).

The festival is a registered charity and a company limited by guarantee. It is run by a small part-time professional team overseen by a Board of Trustees and receives a huge amount of support from a dedicated group of volunteers.

**Job Description**

We are looking for one or two enthusiastic individual/s to help assist in the smooth running and successful delivery of the Two Moors Main Festival (Oct) and to ultimately have full responsibility for managing the Young Musicians Competition. These are part-time roles and can be one hybrid or two separate positions.

Person specification:

Highly organised administrator with excellent organisation, interpersonal, communication and people skills, with an eye for detail. Candidates must be proactive and presentable. The role requires the ability to deal with people diplomatically in various scenarios including at concerts, events, over the phone and in writing.

Desirable:

- Good IT Skills, Literacy and numeracy skills
- Experience in running events
- Interest and knowledge of music (particularly classical)
- Local knowledge of the South West. Ideally living in/or in proximity to Taunton, Exmoor or Dartmoor.

Role includes:

- Working closely with and supporting the General Manager with the main festival's logistical planning and administrative duties including (but not limited to):
    - booking and liaising with venues
    - organising and liaising with volunteers
    - event management during the festival
    - box office management (calls and in person)

    - general updating of schedules and databases, including providing schedules for volunteers, keeping up to date contact details for venues and schools across SW England
- Full responsibility and administration of YMC competition including:
    - organise panel of adjudicators and accompanist for YMC Competition
    - organisation of applications and responses
    - creating timetable for competition
    - marketing responsibilities for YMC competition including organise design, print and distribution of marketing materials for YMC competition and copy for updating website
    - liaising with venue for YMC competition (currently Taunton School)
    - point of contact for all YMC enquiries
    - Overseeing the competition weekend
    - Organising and overseeing a masterclass for winners (including sourcing masterclass leader and accompanist)
    - Overseeing the winners concert as part of the main festival in October

The Successful candidate will be required to undergo and enhanced DBS check. They must be able drive or be able to get themselves to rural locations across South West (mainly Exmoor, Dartmoor and Taunton) which may not be served by public transportation. The role will be working from home but will also require attendance during the October Festival (including late evening and weekend events) as well as the YMC Competition weekend (generally in school Easter Holidays).

Please send CV and cover letter to Nicola Semple, General Manager: Manager@twomoorsfestival.co.uk

Closing date for applications: 8th March 2024

Interview dates: TBC

Start date: As soon as appointed