

THE LONDON INTERNATIONAL
FESTIVAL
of
EARLY MUSIC

FESTIVAL ADMINISTRATOR
lifem.org

JOB DESCRIPTION AND PERSON SPECIFICATION

*0.6 days from 1 April 2021 with the potential to increase to full time from September 2021.
Attendance required at festival in Blackheath, London, 10th-13th November 2021.*

Office-based role, in Worlingworth, Suffolk

Salary circa £20,000 pro rata

1. Job details

Job title: Festival Administrator

Responsible to: Executive Producer

Location: LIFEM office, Worlingworth, Suffolk

2. Job brief

The Festival Administrator coordinates and manages administration of the festival office, and provides support to the Festival Director, Executive Producer and Artistic Director in the delivery of the festival's annual programme of events.

To lead on all administrative tasks associated with LIFEM, including maintaining high-quality content on the website and across social media, working on funding applications, handling enquiries from exhibitors and artists, and assisting with the overall production of the festival.

3. Key responsibilities

- Day-to-day administration of the LIFEM office, including handling telephone and email enquiries, social media, fundraising, maintenance of website
 - Work closely with the Executive Producer on schedules and logistics for all elements of the festival
 - Research, write, edit, proofread, publish and maintain high-quality digital content on the LIFEM website
 - Support other festival staff in both drafting grant applications and fundraising proposals, and ensuring the festival meets all requirements of funding agreements and reports accordingly
 - Assist with front of house, box office and/or hospitality duties during the festival period
 - Act as Company Secretary to the board of trustees, taking minutes at meetings and issuing agendas and associated papers in advance
 - Liaise with accounts department regarding invoices and receipts
 - Coordinate of the festival's annual insurances and health & safety policies
 - Support the delivery of events at the festival and potentially at other times of the year
 - Represent the organisation at external functions, and act as an ambassador for LIFEM
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4. Knowledge and skills required

Essential

- Excellent organisational skills
- Strong creative input
- Excellent communication and interpersonal skills
- Strong up-to-date grasp of digital technologies
- Ability to learn new software packages quickly
- Ability to troubleshoot problems
- Experience working with website and content management systems
- Ability to work well as part of a small team

Desirable

- Competent musician
 - Experience of working in a festival environment
 - Customer management skills
 - Experience of promotional/marketing campaigns
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5. Charity information

The London International Festival of Early Music is one of the most inclusive early music festivals in the world. The festival began in 1973 and has been hosted at the Royal College of Music, the Royal Horticultural Halls, and the Royal Naval College in Greenwich, before finally finding its home at Blackheath Halls where it is now held every November.

The festival attracts a network of vibrant artists, early music enthusiasts and supporters, and involves a full programme of concerts, recitals, workshops and platforms for young people to perform, all supported by a large exhibition of makers and suppliers from the UK and further afield.

Following a successful virtual festival in 2020 – LIFEM: Digital – this year we anticipate LIFEM returning to its traditional format from 10-13 November, and plans are already well advanced.

LIFEM is a registered charity, no. 1190603.

www.lifem.org

6. Application process

To apply for this role, please submit your CV and a covering letter, explaining why you are suitable for the position, to Ann Barkway, ann@lifem.org, by Monday 1 March 2021.
