



Education Manager Brief

Background

The Hatfield House Music Festival is a long weekend of concerts, curated by Artistic Director Guy Johnston, which takes place annually in September at Hatfield House in Hertfordshire. The setting, musicians and audiences make this a warm, friendly festival with exceptionally high artistic standards. Now approaching its 8th year, the Festival has grown into a very successful and much-anticipated event.

Education and outreach work have always been a part of the Festival, with annual collaboration with young musicians and presentation of a free schools' concert. It has always been the ambition of Guy to increase the scope of this work, to reach more children and work with the local community to provide more musical inspiration and opportunities for engagement. The creation of this new and exciting role is designed to build on the foundation we already have and to take this area of work to another level.

Purpose of Role

- Partner with other organisations to devise and deliver an education programme (eg County Music Service, Future Talent, Purcell School).
- Create one large-scale opportunity within the Festival for presentation/celebration of education work.
- Embed the Festival in to the cultural landscape of the local community in Hertfordshire.

Responsibilities

- Undertake research into current provision and gaps within local music education landscape.
- Devise and lead delivery of large-scale performance/participation opportunity within the 2020 Festival, in agreement with the Artistic Director.
- Create a programme of 2-3 opportunities at other points in the year, working with partner organisations, and beginning during 2019.

- Consolidate relationships with partner organisations that the Festival already has (Future Talent, Purcell School, Musicale, local schools, St Etheldra's Church).
- Establish new working relationships with partner organisations (eg Hertfordshire Music Service, local schools).
- Plan and organise the delivery of programme, supported by the Festival Manager as required.
- Together with Festival Manager, identify opportunities and apply for trust/foundation and grant funding to support the proposed activities.
- Represent the Festival at outreach events and during the main Festival.
- Work within agreed budget for the programme, keeping good financial and administrative records.

Person Specification

Offered on a part time, highly flexible basis, this opportunity would suit someone with experience in education/outreach within arts and school settings. The right person would need to:

- Have experience working with education/outreach within the arts and/or schools.
- Have knowledge of local area, or be based locally.
- Be a self-starter with the ability and ambition to lead this strand of work.
- Have a collaborative approach with personable manner and excellent communication skills.
- Have good organisational ability, with experience managing small budgets.

Resources

This is a freelance part-time role working mainly from home. The estimated time commitment is 2-3 days per month (on average). The fee, offered on a freelance basis, is £130 per day, plus travel expenses for meetings/related activity.

This work is to be funded initially using a budget held within reserves of the Festival, with an overall commitment of £5000. It is planned that this post and programme of work will be self-funding, through fundraising activity as above, after the first 12-18 months.

Applications

Interested candidates should send a CV and covering letter outlining their interest and suitability for the role to Ruth Cadot, Festival Manager via email to ruth@hatfieldhousemusicfestival.org.uk

Please feel free to contact Ruth for an informal conversation about any aspect of the role or the Festival on ruth@hatfieldhousemusicfestival.org.uk or 07779 793253.

We are looking for someone to start as soon as possible.