



SESTINA MUSIC

Job description: General Manager (Part-Time Maternity Cover)

1. The General Manager is responsible for overseeing and managing, with the Musical Director, the smooth running of the organisation, enabling it to function as a first-class musical ensemble and educative charity, carrying out tasks such as:
 - Arrangements for concerts and recitals such as locating and securing appropriate scores, venue bookings, artists' contracts, travel and accommodation requirements, logistics for concert tours, front of house management, staging and lighting provision, programme and publicity materials etc;
 - Overseeing and managing annual and project budgets and the payment of invoices
 - Responses to mail, telephone and website enquiries
 - Fundraising, including applications to the Arts Council of Northern Ireland and Arts Council of Ireland
 - Liaison with public bodies, key stakeholders and partners
 - Supervision of the Board of Sestina and general meetings
 - General office duties such as record storage, maintenance of archive and liaison with Crescent Arts Centre staff
 - Supervision of contracted performers, workers and facilitators
 - Support for the Friends of Sestina
 - Support for the Musical Director at Sestina events, accepting that such events require work flexibility, including evening and weekend availability
 - Co-ordination of the organisation's education and outreach programme
2. The position is for a commitment of three days per week, arranged with Sestina's Company Secretary, who supervises the General Manager. The salary equates to £12 per hour, or £1248, paid monthly in arrears. Sestina Music can be flexible regarding salaried employment or contracting a self-employed applicant, responsible for their own NI and PAYE contributions.
3. Sestina's office and the General Manager's place of work is the Crescent Arts Centre, Belfast. However, the Board recognises that flexibility is necessary in this regard depending upon event necessities and administration requirements. Accordingly, the General Manager will arrange work patterns with the Company Secretary and maintain a record of times worked, tasks undertaken and outcomes recorded.

4. Applicants for this position should outline their suitability for the post set against the job criteria and job description in **no more than two A4 sheets** and send to Dr Ciara Burnell at info@sestinamusic.com by **12 Noon on Wednesday 19th December 2018**. Please do not send a CV; A submitted CV will be ignored.

NB: This is a fixed-term contract to cover maternity leave for the period 1st February 2019 to 1st September 2019 (with possible extension), and will end with the return of the permanent General Manager.

ABOUT SESTINA MUSIC

Sestina, Belfast's only resident early music ensemble, was established in 2011 by countertenor Mark Chambers, who remains the group's Musical Director. Through our well-established mentoring programme in which we collaborate with internationally renowned exponents of early music, we support and nurture young singers from Northern Ireland and the Republic of Ireland at various stages of their studies and in their early careers. Sestina has a reputation for innovative and imaginative programming of early music, and, in recent years, has performed all the major stage works of Henry Purcell (The Fairy Queen, King Arthur and Dido and Aeneas), and has collaborated with some of the finest specialist early music practitioners in the world: His Majesty's Sagbutts and Cornetts, The Monteverdi String Band (in their 2015 production of Monteverdi's Vespers of 1610), Dutch violinist Johannes Leertouwer and, most recently, the Irish Baroque Orchestra for a production of Handel's Theodora (April 2018). Sestina has a growing education and outreach programme, including 'come and sing' events and high-quality children's education projects. Sestina is a registered charity, and is supported in its 2018-19 season by the Arts Council of Northern Ireland and the Arts Council of Ireland, as well as its principal sponsor, Exitex Ltd.

Sestina Music is supported by:

