



Job Description

Music and Performance Coordinator

Situated within the Heritage and Culture department, the role of the performance coordinator is to facilitate and develop the extensive and varied programme of performances at St Giles' Cathedral. You will be working within one of the most important and historically significant buildings in Edinburgh, welcoming 1.3 million visitors and currently hosting upward of 200 concerts annually. We are looking for an enthusiastic individual with drive and vision to continue the development of the Cathedral's offer as a commercial concert venue in this important city.

Main responsibilities:

- Administrating the existing daytime and evening concert series'. This includes booking, scheduling, and working with the finance team to make sure concerts are properly invoiced
- Coordinating and continuing to assess and improve the performance booking protocol and fee-structure to ensure that rates remain competitive and fair
- Processing the live music review for PPL PRS Ltd in collaboration with our finance team.
- Developing and expanding the Cathedral's involvement in events and festivals in Edinburgh and across the country
- Curating the performance diary and acting as a point-of-contact for all performance-related enquiries
- Working with the Master of the Music to provide administrative support where appropriate
- Raising the profile and potential of the building for performance events through development of the Cathedral's infrastructure by continuing to evaluate and push for the improvement of sound, lighting, and staging where appropriate
- Raising the profile of the building as a commercial arts venue through the sustained development and curation of marketing streams, both online (social media) and in print (curation of arts leaflets and posters)
- Enhancing and curating existing events-related output and creating new content where necessary (e.g. city-wide 20,000-copy arts brochure, accurate Cathedral floor plans and inventories)
- Expanding and enhancing the Cathedral's reputation as an arts venue within the city and attracting renowned performers from the UK and ROW
- As a member of the Heritage and Culture team, working closely with volunteers and helping with day-to-day operational tasks within the cathedral
- To familiarise with, and become well-versed in the operational capabilities of the sound and lighting systems and surrounding technology
- Facilitating events as they happen, involving some late-night work as well as acting as custodian of the building

Additional requirements:

- To gain a knowledge of the Cathedral and its history
- To comply with Cathedral health and safety policies and any other policies set out to ensure the safety and welfare of visitors, staff and volunteers. This will include accepting responsibility as a fire marshal in the case of emergency evacuation
- Verbal report of daily activities and irregularities, such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences
- Any other reasonable duties which may be directed by line management

Person specification

Essential criteria:

- Arts/Events degree or relevant experience
- Demonstrable ability to self-manage and deliver projects
- Knowledge of social media streams and marketing
- Competence in Microsoft Office
- Wide knowledge of live music (encompassing classical) and requirements for live musical performances

Desirable criteria:

- Technical knowledge of microphone and audio systems

Interview date: 26/4/19

Start Date: ASAP

Working Hours: 32 Hours (Wednesday – Saturday)

Wage: £15,000 per Annum

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