

Title: Venue Scheduling Assistant

Department: Venue Scheduling

Location: The Bridgewater Hall

Reporting to: Venue Scheduling & Programming Manager

Contract: 37.5 hours a week

The Bridgewater Hall is one of the most prestigious and important music venues in the United Kingdom, having a significant international reputation. The venue hosts many symphonic, rock & pop and contemporary performances, along with educational institution graduations and presentations, as well as conferences and seminars. In addition the Hall curates a number of its own performances annually including the International Concert Series.

Main areas of responsibility

- To be a point of contact for agents and promoters booking or establishing date availability at the Hall.
- To be on duty on concert nights, as required, completing draft settlements with promoters representatives.
- To assist the Venue Scheduling Manager with any Bridgewater Hall own promotion events and their related coordination and administration, including the contracting of musicians and the booking of front of house activities.
- To produce concert event sheets and communicate these at the weekly events meeting.
- To arrange piano and organ maintenance.
- To provide relevant information regarding forthcoming concerts to the marketing team.
- To provide accurate information to the box office team for concert setups.
- To be responsible for public and private tour coordination in liaison with the Group Bookings department.
- To perform other duties reasonably expected by The Bridgewater Hall.

Person Specification

The successful candidate will be able to demonstrate the following:

- A good understanding of the practical requirements of live music performances.
- High standards of professionalism.
- An ability to operate with integrity.
- A confident and calm approach.
- Excellent attention to detail.
- Excellent time management skills.
- Examples of self-motivation and ability to work on own initiative.
- The ability to collect, interpret and distribute information accurately to strict deadlines.
- Excellent written, telephone and interpersonal skills.
- Enthusiasm for a music administrative career.
- Thorough knowledge of Microsoft Office suites.
- Experience of building and sustaining good working relationships.

The following attributes would be advantageous

- Experience of working in an office environment.
- An ability to develop own ideas and projects.
- Awareness of other arts organisations within the UK.
- Basic understanding of contract law.
- Experience of using Tessitura.
- An informed interest in music and performance.
- The ability to demonstrate an awareness of the position in which The Bridgewater Hall site within an international context.

Minimum qualifications and experience

- A tertiary level music qualification or equivalent industry experience preferably working within symphony orchestra industry and or the contemporary music or venue management industries
- Demonstrated track record in a customer service environment
- Demonstrated superior administrative and organisational skills
- Demonstrated practical experience staging performances in a venue
- Excellent computer skills including, Outlook, Word and Excel Intermediate
- Excellent problem solving ability
- Ability to work under pressure and meet deadlines
- Outstanding communication skills both verbal, written and interpersonal skills
- Ability to work well within a team environment
- Enthusiasm for a music administrative career
- A commitment to work evening and weekend hours as required (mandatory)