

Job Title	Concerts and Marketing Manager
Location	Tenebrae c/o Specialised Travel Ltd. 12-15 Hanger Green, London W5 3EL
Position	Full time
Salary	£20-25,000 (subject to experience)
Reports to	General Manager

General Description

The role of *Concerts and Marketing Manager* is principally to provide effective and efficient administration for all aspects of Tenebrae's engagements together with supporting the promotional efforts of the choir's self-promoted concerts.

Concert management and logistics

- Accompany Tenebrae on selected engagements in the UK and abroad when required to ensure efficient management of tours and that the needs of Tenebrae's Artistic Director and singers are catered for
- Attend rehearsals as and when required
- Maintain the online diary and database
- Book rehearsal venues
- Fix singers and coordinate with Tenebrae's Artistic Director accordingly
- First point of contact for Tenebrae's Associate Artists
- Music library and CD stock maintenance in preparation for upcoming engagements
- Establish requirements for work permits and/or visas and assist with the necessary applications
- Liaise with Tenebrae's travel company to arrange national and international travel
- Where necessary, identify suitable hotels and other accommodation and make reservations
- Finalise all details relating to the timing and running order of each engagement (concerts, recordings, educational activities etc.) and provide provisional/ final detailed schedules (including travel and accommodation information as relevant) to the singers and management team on a timely basis
- Liaise with St John's Smith Square regarding the logistical and concert management issues related to Tenebrae's Holy Week Festival
- Provide general administrative support for the General Manager as required

Financial administration

- Work within the budgeted travel and accommodation budgets for engagements
- Monitor online shop orders and respond to customer queries

Marketing

- Ensure Tenebrae's output on its social media and website is engaging, regular and relevant
- Implement social media and promotional strategies
- Lead on marketing for self-promoted concerts in London and across the UK
- Seek in-kind and paid advertising opportunities in programmes for Tenebrae's self-promoted concerts
- Collate content of the monthly e-newsletter
- Administer the website including updating relevant events, news stories etc.
- Archive reviews and press features
- General assistance in the preparation and distribution of sales material

Personal Specification

You would ideally:

- have a degree
- have at least 12 months experience in artistic and/ or concert management
- have excellent IT skills including a high level of proficiency in Microsoft Outlook and Office
- have experience with artistic management (such as Overture, Artifax Agent, 3i) and design software (InDesign, Photoshop)
- demonstrate that you have excellent organisational skills, with the ability to manage and prioritise a large number of varied tasks with multiple deadlines
- be quick, efficient and able to work accurately under pressure
- possess strong attention to detail and experience of pre-empting the needs of artists
- possess excellent communication skills, both written and verbal
- have a good knowledge of, and active interest in, choral music at all levels including Tenebrae's competitors
- have a highly flexible approach to working hours to meet the needs of the role including evenings and weekends
- be confident in at least one European language (not essential)