



## **Benslow Music Trust**

### **Job Description (May 2022)**

<b>Job Title</b>	Head of Music
<b>Department</b>	Benslow Music Management Team
<b>Reporting to</b>	Chief Executive
<b>Salary</b>	from £32k pa

### **Summary of key responsibilities**

- 1** To curate and monitor an annual programme of courses and concerts at Benslow Music in close collaboration with the Chief Executive
- 2** To contribute to Benslow Music's strategic development and together with the Head of Marketing and PR, support the marketing and publicity of musical activities to optimise recruitment to courses and concerts
- 3** To lead and support the administration of the music programme
- 4** To manage the music department budget
- 5** To liaise carefully with colleagues and clients on lettings and other events e.g. as arranged through Benslow Music Enterprises and the Benslow Music Instrument Loan Scheme
- 6** To contribute to the organising, effective development and management of the BM database system and website
- 7** To contribute to the planning of centenary celebrations in 2029
- 8** To represent and promote the work of BM to the wider musical and educational community and to the general public as required and opportunity allows

### **Staff management responsibilities**

- Music Administrator, Front Desk staff, Event and Sales Co-ordinator
- Freelance music tutors and artists
- Other staff as appointed

### **Indicative duties**

#### **Management of music and other activities**

- 1** Propose, prepare, take ownership of and responsibility for the administration of an ever-evolving annual programme of music activities – residential and non-residential – ensuring that courses and concerts are attractive, balanced in terms of instrumentation/voices, standards, musical genre, and are amply subscribed
- 2** Have overall responsibility for devising and delivering the content and quality of online course presentation, the live-streaming of concerts and other digital aspirations
- 3** Engage suitable tutors, including the preparation of appropriate contracts; manage the release of tutors where necessary
- 4** Assist with the administration of musical activities ensuring all are undertaken on a cost effective basis, managing bookings and cancellations where necessary
- 5** Motivate team to achieve sales targets as agreed with BM Management and Council, also oversight and regular review of lettings capacity to maximise opportunity
- 6** Monitor the quality of activities through observation and other methods of evaluation including the coordination and actioning of feedback from clients and other stakeholders

- 7** Manage the acquisition and use of musical facilities, including equipment and instruments, and ensure they are maintained to an appropriately high standard
- 8** Administer bursary and scholarship schemes
- 9** Work with the library team to enhance the collection
- 10** Manage concert series', including recruitment of and liaison with artists and their agents, front of house including Box Office, publicity and promotion, health and safety policies, hospitality and audience feedback, and all other relevant aspects, liaising closely with Marketing colleagues

### **Strategic development and leadership**

- 1** Contribute to the strategic development and business planning of Benslow Music in conjunction with the Chief Executive and the Senior Management Team (Director of Operations, Heads of Finance, Instrument Loan Scheme, Marketing and the Development and Fundraising consultant)
- 2** Report formally to Board of Trustees (Council) at least twice a year, undertaking the review and development of music activities and an assessment of performance standards
- 3** Lead the music administration team and guide music tutors, ensuring excellent standards of service, compliance and consistently high levels of stakeholder satisfaction
- 4** Co-ordinate the performance management and professional development of the team members, providing regular formal appraisal
- 5** Support the Chief Executive in the development of productive partnerships with other organisations, educational and in the community, that strengthen the musical activities at Benslow Music
- 6** Advise the Chief Executive and Council of opportunities for development and expansion of the Trust's musical and educational work locally in Hitchin and outreach further afield

### **Marketing and publicity**

- 1** In collaboration with colleagues create and manage a robust local, national and international marketing strategy for both courses and concerts, to ensure that recruitment opportunities are optimised
- 2** Ensure that the website is populated with up-to-date information
- 3** Act as media spokesperson and ambassador as required
- 4** Engage with and collaborate with other organisations in promoting the interests of all aspects of the work of Benslow Music, in conjunction with colleagues and the Council of Trustees

### **Music Department Budget**

- 1** Prepare and manage the budget for musical activities,
- 2** Closely monitor the financial performance of courses, concerts and other special music projects, preparing regular reports for the Chief Executive, and for Trustees as required
- 3** Ensure that all musical activities are managed efficiently and that they provide best value for money

### **General**

- 1** Act as Project Manager for special initiatives as necessary
- 2** Contribute to fundraising activities
- 3** Engage directly and maintain good relations with clients and other visitors
- 4** Undertake other responsibilities as may be reasonably requested
- 5** Full time post (35hrs pw) with frequent rota-ed evening and weekend work (TOIL by arrangement)



## **Benslow Music Trust Person Specification**

**Post** Head of Music (full-time - 35hrs over seven-day week, flexible working possible)  
**Reporting to** Chief Executive

We are looking to appoint someone who can offer an extensive balance of skills and attributes; the following criteria are all important. The successful candidate will need to demonstrate real evidence of ability to fill the role effectively.

You will have

- Sensitivity to Benslow Music's mission and ethos and commitment to the organisation's continued development
- Passion for music in its widest sense, with the breadth and depth of musical knowledge to be credible with a wide range of stakeholders – tutors, course members, trustees, volunteers and the general public
- Integrity, dynamism, flexibility and initiative
- Strong administrative and organisational skills with the ability to plan, co-ordinate, implement and manage multiple events and projects
- The ability to work well on one's own, also both to lead and to work successfully as part of a team
- Excellent written and verbal communication skills
- Strong IT awareness and computer skills, particularly with Microsoft Office applications, not least effective use of spreadsheets and databases
- Proven capacity to work under pressure and to manage a busy workload

You are likely also to have

- Broad knowledge of the music education world and of adult amateur music-making generally
- A keen interest in people and the willingness to network and liaise widely
- Awareness of the musical press and other musical organisations
- The ability to create persuasive copy
- Experience of managing a website
- The ability to manage delegated budgets
- Willingness to participate in the day-to-day running of the whole BM operation

## **Applications**

Please send applications to Peter Hewitt, Chief Executive, Benslow Music, Benslow Lane, Hitchin, Herts SG4 9RG ([peter.hewitt@benslowmusic.org](mailto:peter.hewitt@benslowmusic.org) - 01462 459446) who is happy to answer any queries. Candidates should include a full cv, the names and contact details of at least two referees (references to be taken up after shortlisting) with a covering letter – there are no forms

**Closing Date:** Friday 3 June 2022 (12 noon)

**Interviews:** week of 13 June 2022



## **Benslow Music Trust**

**Background** (also see [www.benslowmusic.org](http://www.benslowmusic.org))

The first Rural Music School (RMS) was established in Hitchin in 1929 by Mary Ibberson to provide teaching for beginners and those wanting to continue musical involvement after their school years.

The RMS Association (RMSA) was incorporated in 1947 to act as a focus for music teaching in rural areas and as a pressure group to address what was seen as a deficiency in the general educational system. This grew rapidly to some 20 centres in England devoted to making available good music teaching in country towns and villages, with its headquarters in Hitchin.

Little Benslow Hills, a substantial Victorian house, was bequeathed to RMSA by Esther Seeböhm in 1952 'to be used in perpetuity for the support of music-making' and became the operational hub of the organisation.

During the 1950s and 60s provision of music by local authorities began to take over much of RMSA's work.

A recital hall having been built in 1976, a division of views amongst trustees led to major re-organisation, with the Benslow Music Trust becoming established in 1986 'to promote music education for social benefit through the study and practice of music, especially in its social and co-operative forms, amongst students of all ages' with membership open to anyone willing to pay a subscription. Thus was established a programme of short residential courses for adults and a welcoming social ethos.

The Instrument Loan Scheme (a separate charity) was brought to BMT at about this time, set up in 1932 to provide quality musical instruments, mainly string, on loan to students up to the age of 25 (now to 30 in exceptional cases). An extensive music library benefits from regular donations of material by well-wishers.

Having at first been run almost entirely by volunteers, more professional administration was introduced as the programme of courses and other activities expanded.

To accommodate increased activity, the Lodge was converted to bedrooms in the early 1990s and a new wing (Waldeck) with smaller recital hall, practice rooms and bedrooms was opened in 2001 with the help of a Millennium Lottery Grant of £1.1M. More accommodation and playing space was added at the Fieldfares extension, by the conversion of the Coach House and other out-buildings in 2009. The Aston Building which houses the Instrument Loan Scheme was opened in 2020.

Constant upgrading, refurbishing and rebuilding of facilities, plus re-branding, has contributed to an unending quest to develop and improve the scope and diversity of Benslow Music's work and access to it. There is now a fully professional staff body providing over 230 residential music courses annually. Good quality accommodation and in-house catering is available for up to 50 guests at any one time. Some 35 public concerts are given during the year (including a series organized by the Friends of BMT). The core music business is supported by the provision of Bed and Breakfast facilities and other events for the general public.

An emphasis on quality of provision, whether of musical performance, teaching or hospitality, remains a hallmark of Benslow Music as a whole.