

PRODUCTION COORDINATOR JOB DESCRIPTION

ABOUT LAKE DISTRICT MUSIC

Every year the finest musicians head to the serene Lake District for a summer festival and spring series like no other. From string quartets to jazz and baroque specialists to world music, there's an incredible selection to choose from with concerts, walks, talks, art and events for the whole family.

But it's not just about listening to today's leading musicians, this is the place to get a first glimpse of the next big thing. We love the energy and passion young musicians bring to their art, and it's part of our DNA to support them as they start their careers. For almost 40 years LDM has nurtured aspiring young musicians through masterclasses, debut performances, advocacy and mentoring behind the scenes. In that time some of the most exciting young talents of their generation experienced the magic of the festival, including the likes of Nicola Benedetti, Jennifer Pike, Nikolai Znaider, Steven Osborne, the Heath Quartet, Guy Johnston and more.

The current 2024/2025 season marks the start of a new phase in LDM's development as we celebrate our 40th anniversary season. With a new long-term strategy, newly appointed president Steven Osborne OBE, recent merger with our support charity bringing their own spring concert series inhouse, this is an exciting time to take on a critical role **and we would love you to be part of it!**

THE ROLE

We are looking to recruit an enthusiastic and versatile **Production Coordinator** as LDM sets its sights on an ambitious new long-term strategy.

This is a key role at the centre of LDM, working directly with the Executive Director to plan and organise Lake District Music's annual calendar of events. You will take a lead on critical logistics, often acting as the first port of call with suppliers, partners and artists, as well as being a senior member of the summer events team. As we look to expand our outreach with local schools in particular, you will be a central player supporting our visiting education team behind the scenes and helping to inspire Cumbria's youngest generation.

We have big plans for the future, and while the role is currently parttime, there is an incredible opportunity for the right candidate to make their mark and develop into a fulltime position.

If you are a self-starter, multi-skilled with prior experience in the arts or events world, then we would love to hear from you.

Excellence in performance • Excellence in training

BENEFITS

SALARY: £25,000-£27,000 pro rata (FTE 0.4)

HOURS: Parttime

Occasional evening, weekend and bank holiday working may be required in addition to full attendance at the summer festival and spring concert series.

The nature of our annual calendar of events means the late spring and summer are our busiest times of the year, balanced out by fewer activities in the autumn and winter. With that in mind we envisage that the amount of work will change progressively throughout the year as follows:

January – May c.2 days per week

June-August c.3-4 days per week expanding quickly to include a 2-week period for the summer festival in late July/early August

September – December c.1 day per week

PENSION: We enrol all our PAYE employees in a NEST pension scheme with an employer contribution of 4%.

TRAINING: Investing in our staff is important to us, equipping you with important skills for your future. We set aside a budget each year to help all our staff hone their abilities or learn something new.

LOCATION: Kendal, with occasional travel around Cumbria particularly during the summer festival

REMOTE/HYBRID WORKING: We take a flexible attitude to remote/hybrid working arrangements, however, please note that there are plenty of hands-on tasks such as helping to run live events or supporting school and community workshops where a physical presence is essential.

WORKING WITH: Executive Director, Artistic Director, Marketing & Development Manager, box office team, seasonal events team and volunteers

REPORTING TO: Executive Director

YOUR KEY RESPONSIBILITIES

PRODUCTION

- Assist the Executive Director in day-to-day matters of artistic planning, including scheduling, budgeting, contracting and invoicing
- Be the primary point of contact for our partner venues, making bookings and performing site visits where necessary
- Apply for temporary event notices (TENs) and other necessary tasks for the smooth running of LDM's events
- Liaise with artists and agents in preparation for public performances, overseeing transportation, accommodation and any work visa arrangements
- Oversee Front of House responsibilities, including volunteers, during Lake District Music's spring concert series
- Assist the Executive Director and freelance Production Manager in the day-to-day running of the summer music festival, taking a leading role in event management in particular alongside the seasonal events team
- Act as primary liaison between local schools and visiting amateurs and musicians

GENERAL

- As part of a small team we all have a shared role to play in the general administration of the organisation supporting our colleagues during busy periods and contributing to the wider objectives of the organisation

PERSON SPECIFICATION

ESSENTIAL SKILLS:

- Relevant experience of running or supporting live performances or education events
- Able to prioritise and handle multiple tasks within a fast-paced environment
- Exceptional problem-solver, calm under pressure
- Excellent IT skills
- Approachable, welcoming, and able to energise a team of volunteers
- Understands and demonstrates the value of customer service
- Highly motivated and organised with a meticulous attention to detail

DESIRABLE SKILLS:

- Knowledge of classical music to degree level or equivalent
- Experience working with schools
- Experience and knowledge of safeguarding principles and practices
- Ability to use music notation
- Interest in technology, photography, video editing

The above serves as a guide and is not exhaustive; all staff are expected to undertake other duties and projects as may be reasonably required by the Executive Director. You will be working as part of a small, friendly team who all roll up their sleeves to get the job done. You may be asked to provide extra support during busy periods, working together in a mutually supportive way towards shared priorities. **But this is a team, and that means we will also help you when you need it!**

HOW TO APPLY

If you can imagine yourself joining the LDM team as our new **Production Coordinator**, please send a **covering letter and CV** outlining your experience and importantly how you meet the requirements of the role to nick@ldsm.org.uk.

Please include details of two referees alongside your CV, and make sure to clearly label these files with your name.

We would also be grateful if you could submit an online [equal opportunities & diversity monitoring form](#) ([click here](#)).

DEADLINE TO APPLY: 13 February 2025

FIRST INTERVIEWS: 18-20 February 2025 (by Zoom)

SECOND INTERVIEWS: 25-26 February 2025 (in Kendal)

SUBMIT APPLICATIONS TO: NICK@LDSM.ORG.UK

TERMS & CONDITIONS

- You will primarily be based at LDM's office at Stricklandgate House in the centre of Kendal during typical 9am-5pm working hours. However, LDM are open to remote/hybrid working arrangements.
- Occasional evening, weekend and bank holiday working may be required in addition to full attendance at the summer festival
- We expect some travel across Cumbria for required attendance at concerts, outreach projects, fundraising and other events (some of which may take place during the evenings and weekends as above)
- We will also require you to attend the full summer festival and spring concert series, our most important parts of the year. As such, we take a flexible approach to working during less busy times in the calendar
- You will be entitled to 25 days annual leave (pro rata) plus Public Holidays
- Applicants must have the right to work in the United Kingdom and we may ask you for evidence before being formally offered the role. If you do not have the right to work in the UK we will not be able to consider you for this role. If you are uncertain about your eligibility to work in the UK, you are encouraged to contact the UK Borders agency.
<http://www.ukba.homeoffice.gov.uk/visas-immigration/working/>
- We anticipate that there will be some degree of manual handling within the role, carrying boxes of publicity materials or helping to setup staging, lighting or AV equipment for example, and can provide training where necessary.

EQUALITY & DIVERSITY

Lake District Music is an equal opportunities employer, meaning we are committed to providing equality of opportunity in employment to all our staff and applicants. We value diversity in our organisation and welcome applications from everyone. We recognise and understand the importance of diversity and inclusion and want our organisation to be representative of the audiences, people and communities we serve.

SAFEGUARDING

We are committed to making sure all members of our team are suitable to work with children, young people and vulnerable adults. All applicants who are offered employment must be able to satisfy a criminal record check from the Disclosure & Barring Service (DBS) before the appointment is confirmed. This will include details of cautions, reprimands or final warnings as well as convictions.

Any offer of employment will also be conditional upon receiving satisfactory references from at least 2 suitable referees.