



## **Bristol Pre-Conservatoire Programme Manager**

### Job description

#### Main goals:

- To support the Artistic Director in making Bristol Pre-Conservatoire an outstanding place to study, renowned for imaginative approaches to learning
- To co-ordinate all aspects of Bristol Pre-Conservatoire activity: administration, communication, marketing, fundraising, future planning and student safeguarding, in liaison with the AD as required.

#### Hours:

- 4pm – 10pm Wednesdays during term time at St Monica Trust, BS9 3UN plus up to a further 6 hours home-based preparation and administration throughout the week as required. Max 12 hours per week during term time.
- 1 fortnightly meeting with AD, either in person or via Zoom
- Reduced home-based weekly hours during school holidays, depending on tasks required – invoicing/new term planning/music ordering etc etc
- Attendance at all Pre-Con weekly meetings, each end of term concert and occasional additional performances and events as required

#### **Key requirements:**

##### Wednesday evenings:

- Plan and set up rehearsal spaces and refreshments to ensure smooth running of the evening classes
- Take and maintain register and greet students and parents as they arrive
- Manage all logistics of the evening including purchasing of refreshments and clearing up during and after sessions
- Be the first point of contact for students, parents and tutors throughout the evening
- Represent Pre-Conservatoire in all interactions with St Monica Trust staff and residents

##### Administrative responsibilities:

- Monitor Pre-Conservatoire email account and be able to respond promptly and efficiently to all queries throughout the week
- Liaise with St Monica Trust staff to book spaces for rehearsals and concerts as far in advance as possible

- Ensure provision of printed music for students at tutor's requests
- Manage student, parent and tutor databases and ensure Google Drive system is up to date and efficient
- Plan and stage manage the termly concerts and related on the day rehearsals
- Invoice parents either termly or half termly and chase payments if required
- Process all tutor payments and other financial outgoings
- Attend to all policy-related paperwork
- Act as designated Safeguarding lead and ensure safeguarding practices are adhered to
- Organise and attend any additional off-site performances or trips eg; Student's pre-concert events at St George's, trips to gigs within Bristol
- Facilitate contact with external partners where possible eg: National Conservatoires, National Children's Orchestra, St George's, Bristol Beacon etc

Marketing and fundraising tasks:

- Collaborate with the AD in managing social media profiles and occasional additions to the Pre-Conservatoire website
- Collaborate with the AD to design concert programmes, e-flyers and other materials and to distribute where required
- Carry out recruitment activity and plan audition times as and when required
- Plan for organisational development with Director
- Collaborate with the AD in sourcing and writing grant applications when required

The use of a car is desirable and access to a printer essential. Mileage will be paid for journeys from outside Bristol and printing costs re-imbursed where necessary.

[www.bristol-preconservatoire.com](http://www.bristol-preconservatoire.com)