



## APPLICATION PACK

Music at Paxton seeks to appoint an excellent self-motivated Freelance Artistic Director to provide artistic vision for the organisation and plan the programme for the 2019 Festival.

<b>Role:</b>	Artistic Director
<b>Type:</b>	Freelance (P/T) position (0.2FTE), commencing 01 October 2018; 12-month contract renewable annually by mutual agreement
<b>Location:</b>	Home-based working / Scottish Borders (concerts and meetings)
<b>Fee:</b>	£7,500 plus appropriate expenses

The role will be contracted on a self-employed basis and the post-holder will be responsible for their own tax and national insurance contributions.

### BACKGROUND INFORMATION

Established in 2006, Music at Paxton is a charitable organisation which produces an international summer festival of chamber music each July in the house and grounds of Paxton House on the banks of the River Tweed in the Scottish Borders.

Music at Paxton aims to:

- Bring world-class chamber music to the rural communities of the Scottish Borders;
- Share its passion for classical chamber music and the thrill of live performance in a beautiful and intimate venue;
- Be accessible to the widest audiences, ensuring people of all ages and backgrounds feel welcome.

The Artistic Director will need to work closely with the General Manager – who has overall responsibility for the successful delivery of the Festival – throughout the year to achieve the objectives of the charity. They will be supported by the Board of Directors.

### JOB DESCRIPTION & MAIN RESPONSIBILITIES

Artistic leadership of the organisation, producing a full programme of concerts for the Festival, and associated events in advance of the Festival as appropriate;

Identifying artists for the Festival and other associated events, ensuring that the artistic programmes meet agreed budgets;

Assisting the General Manager in identifying, negotiating and confirming contractual commitments with artists, agents and instrument technicians;

Identifying artists requiring a longer lead-in time for future festivals;

Representing the Festival with bodies such as the press, sponsors and funding bodies as required;

Producing copy on artistic content for printed and online publicity material and contributing to applications and reports as required by the General Manager;

Attending meetings of the Board (three per year) and financial sub-committee as required (two per year) to report on artistic matters;

Attending the Festival and associated events;

Working with the General Manager to build on existing partnerships, and to identify and encourage new opportunities for local, national and international collaboration.

## PERSON SPECIFICATION

An experienced Arts professional with a proven track record of artistic leadership, extensive knowledge of the UK cultural sector and wide network of contacts within the UK, EU and beyond.

### Essential Skills & Experience

Educated to degree level in a relevant subject, or equivalent professional experience;

Proven experience of innovative, diverse and creative artistic planning;

Passion for and knowledge of classical music repertoire, and chamber music in particular;

Ability to identify and develop ideas that will widen the reach of Music at Paxton;

Excellent written and verbal communication skills, with the ability to engage with a broad spectrum of stakeholders;

Excellent IT skills including working knowledge of Microsoft Office applications;

Willingness to work flexible hours, including evenings and weekends;

Full, clean driving licence, and own transport.

### Desirable Skills & Experience

Knowledge of the local (Paxton and Berwick-upon-Tweed) area and wider geographical region of the Scottish Borders;

Experience of working on educational and/or community focussed arts/cultural projects with community participants and volunteers.

## HOW TO APPLY

To submit an application, please send the following to Dr Anthony Henfrey (Chairman of the Board of Directors) via email – [hencalluk@aol.com](mailto:hencalluk@aol.com):

- Curriculum Vitae;
- Covering letter, detailing relevant skills and experience.

The deadline for applications is **Friday 16 February 2018 at 5.00pm**.

Shortlisted candidates will be notified by **Friday 23 February 2018**.

Interviews will be held in Edinburgh on **Monday 05 March 2018**.

The successful candidate must be available to attend at least two days of the 2018 Festival, and a number of hand-over meetings with the current post-holder during August and September 2018, for which appropriate expenses shall be covered.

Further information: [www.musicatpaxton.co.uk](http://www.musicatpaxton.co.uk)