**JOB DESCRIPTION**

**Job Title:** Artist Liaison

**Job Type:** Temporary, fixed term from Thursday 6 – Sunday 23 June 2023

**Location:** Aldeburgh Festival 2024

**Department:** Performance Programme

**Reports to**: Administrator, Music Programme

**Application Close:** Monday 8 January 2024

**Summary:**

The Aldeburgh Festival has been a pilgrimage for lovers of classical music and culture since 1948. Every June it brings together new commissions, world-premieres and international stars on the stretch of Suffolk Coast which so bewitched its founders, the composer Benjamin Britten and his life partner, Peter Pears. This year, we will be celebrating our 75th Festival and our 65th year of the Hesse Student Scheme.

Alongside our existing [Hesse Student Scheme](https://brittenpearsarts.org/hesse-student-scheme), this year, we are inviting applications from those with a love for music to join us as Artist Liaisons. You may be a student or have an interest in forging a career in music and the arts, and this role would provide invaluable experience with a world-renowned Festival and Arts organisation.

During your time with us, you will be working closely with our Performance Programme team and other Britten Pears Arts staff, at all levels, to ensure that the visiting artists have the best possible experience with us.

A small number of artists will be assigned to you, and you will act as their liaison person throughout their time with us. You will also have the opportunity to engage in events that are run as part of the Hesse Student Scheme, and which are aimed at giving you an interesting and engaging glimpse behind the scenes of a world-class classical music festival.

The scheme runs from Thursday 6 June until Sunday 23 June 2023.

**Role Description:**

The Artist Liaison Team will operate at the heart of the Festival’s artist-related logistics. This is an artist facing role and you will be the key point of contact for our performing artists.

Supervised by the BPA Music Administration team, you will ensure that every artist is made to feel welcome and that their logistical needs are met so that they can focus on delivering their best work.

This role involves maintaining good working relationships with external stakeholders, including but not limited to, artists, agents and external venue staff.

Ideally candidates will be aged 21 and over, without current driving convictions, to be automatically insured to drive our pool vehicles.

**Key Responsibilities:**

* Being the first point of contact for the artist/s assigned to you.
* Efficiently coordinate ground transfer schedules with the artists assigned to you and covering the majority of driving that is involved in this
* Act as a first point of contact for visiting festival artists upon arrival into Snape Maltings
* Compile and distribute artists resources as necessary.
* Assist artists with information and day to day requests about the festival or for themselves.
* Liaise with the music programme team to provide up to date information about the festival to your artist/s
* Liaise with the marketing and production team to learn more about the events throughout festival.
* Welcoming artists and guests to Snape and The Red House, providing a great visitor experience.
* Working with the Performance Programme team to arrange the artists’ schedules.
* Assist the artist with travel arrangements, including collecting them from airports, rail stations, driving them to and from their accommodation as well as performance and rehearsal venues.
* Help the artist with sourcing technical assistance as required.
* Liaise with concert management staff to ensure the event runs smoothly.
* Attend development functions/interval receptions/dinners and ensuring the artists feel comfortable in the environment.
* Represent BPAs values.

Your hours will be scheduled by the Performance Programme team, however, the role will involve working outside of normal office hours – including some early mornings and late, evening, finishes.

Skills and Experience:

Essential:

* Full UK driving licence
* Confident using a Satnav and driving with passengers.
* Confident interpersonal skills

Desirable:

* Ability to work well in a team environment.
* Experience working with customers.
* An interest of working in the arts sector
* Basic reading of sheet music
* Using Microsoft Suite

**What we offer you:**

This is a wonderful opportunity for students, recent graduates or those looking to change career to gain first-hand experience with an internationally renowned arts organisation. There will be ample opportunity to connect with like-minded people.

* A fixed fee of £1,500
* Reimbursement of your travel expenses to and from Snape Maltings
* A sponsored vehicle for all travel during your time here
* Self-catering accommodation in Aldeburgh
* One hot meal per day provided at one of the Snape Maltings catering outlets.
* Traditionally, during the Festival, our Hesse Students put on a performance of their own, enabling each cohort to perform at our world-class organisation, which you are welcome to join
* Hands-on experience dealing with renowned artists of an arts and heritage organisation and world-renowned festival
* Careers advice from industry professionals

**To apply, complete an application form and return along with a CV, by 12 noon on Friday 5 January 2024 to Joe Carr or Olivia Kersey.**

**First interviews will take place on zoom at the end of January 2024.**

*For further information or an informal chat please contact:*

Olivia Kersey (Administrator, Music Programme) Joe Carr (Collections and Learning Curator) E: okersey@brittenpearsarts.org T: 01728 687173 E: jcarr@brittenpearsarts.org T: 01728 451703