



Production and Administration Manager (Freelance) - Job Description

La Folia is a music charity and production company bringing together instrumentalists, singers, actors, dancers, visual artists and writers to create new music, original projects and ground-breaking performances under the artistic directorship of Howard Moody. At the heart of La Folia is the core value of transforming music by making extraordinary performances in unexpected places, breaking through conventional barriers, working with people in challenging circumstances and with artists of the highest quality.

For the past 35 years, La Folia has worked flexibly and responsively, with freelance artists and professionals engaged on an 'as required' basis and supported by a dedicated Board of Trustees and Artistic Director. This is an exciting opportunity to play a pivotal role in this innovative, unique charity as it emerges from a period of hibernation during the Covid-19 pandemic.

The Production and Administration Manager (Freelance) will act as a central point of connection for all aspects of the charity and its activities, working closely with the Artistic Director, Board of Trustees, Finance Manager, project artists and freelance professionals. You will be responsible for carrying out all the day-to-day administrative operations of the charity and co-ordinating all project activity.

Fee: £200-£250 per day, depending on experience.

Hours: 4 days per month for 1 year, subject to review after 6 months. Additional project-based hours may be available depending on the programme of activity.

Location: Home-based, although attendance at meetings and events will be required. La Folia is currently based in Salisbury, but is open to applicants from a wider geographical area.

Please note, this is a freelance role.

Key responsibilities:

Artistic programme:

- Working closely with the Artistic Director to plan and deliver a programme of projects and performances
- Co-ordinating and managing all project activity (*this area of work could be supported by one or more freelance project managers*)
- Prospecting for new partners and projects

Administration and finance:

- Maintaining all day-to-day general and financial administration processes
- Working with the Finance Manager to have oversight of all financial matters and ensure ongoing financial stability; creation and curation of all budgets
- Working closely with the Board of Trustees; preparing reports for the quarterly Board meetings

- Liaising with Board to update and develop the Business Plan - currently described as the 'La Folia Handbook' - on a regular basis, including the ongoing management of all policies and protocols
- To lead on all aspects of safeguarding as the charity's Designated Safeguarding Lead
- Engaging and line-managing freelance professionals as required (working in areas such as marketing, fundraising and project management), administering contracts and ensuring shared objectives, priorities and accountability
- Identifying fundraising opportunities and carrying out fundraising activity (*this area of work could be supported by a freelance fundraising professional*)

Communications:

- Maintaining communication within the charity that is effective, frequent, inclusive and open, and allows time for reflection
- Managing the La Folia Friends scheme, including creation of the annual newsletters
- Ensuring La Folia's activities are shared with audiences via the charity's website, social media platforms and mailing lists; obtaining press and media coverage where appropriate (*this area of work is currently supported by a freelance marketing professional*)
- Building, managing and sustaining relationships with partners, supporters and sponsors
- Being an ambassador for La Folia, representing the charity as its public face

Your skills and experience (*a passion for communication through music and the arts is a given*):

- A successful manager with experience of working within a charity and/or arts organisation
- Ability to develop and maintain strong working relationships with trustees, partners, supporters, sponsors, artists, freelance professionals and volunteers
- Outstanding and persuasive written, oral and interpersonal skills
- IT competent
- Ability to work effectively with varying degrees of support - from working completely under own initiative to working collaboratively with a lot of input
- Willingness to work flexibly and responsively
- Ability to think laterally
- Excellent organisational and time management skills
- Energy, enthusiasm, imagination and drive

The post-holder will at all times carry out their duties with due regard to La Folia's equal opportunities policy.

La Folia is an equal opportunities employer and is fully committed to equality of opportunity and diversity to ensure that we reflect the full breadth of society. We warmly welcome applications from all suitably-qualified candidates.

To apply, please send your CV and covering letter to megan.brand@lafoliamusic.org

In your letter, please explain how your skills and experience match the role description and person specification, why you would like to join us, and any other relevant details in support of your application.

Application deadline: Tuesday 25 May 2021, 5pm

First interviews: Tuesday 15 June 2021 (to be held on Zoom)

For further information about the role, please contact John Cox, Chair of Trustees: jfacox@googlemail.com