



## Job Description

### Job Title: Music and Performance Coordinator

Department: Heritage and Culture

Reporting to: Sarah Phemister, Head of Heritage and Culture

#### Main Purpose of Job:

Situated within the Heritage and Culture department, the role of the music and performance coordinator is to facilitate and develop the extensive and varied programme of performances at St Giles' Cathedral. We are looking for an enthusiastic individual with drive and vision to continue the development of the Cathedral's offer as a commercial venue in this important city.

#### Main Responsibilities:

- Administration of the existing daytime and evening concert programme. This will include liaising with performers and group leaders on the day to ensure a smooth-running event.
- Collaborating with the Master of the Music to provide administrative support where appropriate for in-house St Giles' promoted events.
- Curation of the performance diary and acting as a point-of-contact for all performance-related enquiries.
- Management of our team of Volunteer Concert Stewards.
- Coordinating the performance booking protocol and fee-structure to ensure that rates remain competitive and fair.
- Processing the live music review for PPL PRS Ltd in collaboration with our finance team.



- Working with our Digital Media and Design Officer to promote events in St Giles', while continuing to raise the profile of the building as a commercial cultural venue through the sustained development, analysis, and curation of a variety of marketing streams.
- Developing and expanding the Cathedral's involvement in events and festivals in Edinburgh and across the country by attracting renowned performers from the UK and ROW.
- To become familiar and well-versed with the operational capabilities of the sound and lighting systems and surrounding technology
- Acting as custodian of the building and facilitating events- including some evening and late-night work.
- Developing and maintaining positive relationships with relevant professional networks and concert promoters within Scotland and beyond.
- Creating new opportunities for collaborative partnerships as we move towards a curated in-house programme.
- Developing St Giles' as a hired venue for commercial partners to facilitate a wide range of events.

#### Additional Requirements:

- To gain a knowledge of the Cathedral and its history.
- To comply with Cathedral health and safety policies and any other policies set out to ensure the safety and welfare of visitors, staff, and volunteers. This will include accepting responsibility as a fire marshal in the case of emergency evacuation.
- Verbal report of daily activities and irregularities, such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences.

#### Working Hours:

40 Hours (Tuesday- Saturday)

#### Salary:

£27,000- £29,000 depending on experience

