

Job Description for Menuhin Hall Director and Head of Commercial Activities

Arts Venue Director

- Run a world-class venue for both the school's concerts and external arts events.
- Work with the Director of Music and Head of Concerts to create and deliver a programme of concerts, masterclasses, and other musical events which are educationally beneficial to the school's pupils.
- Working alongside the Marketing Department, attract new clients to the venue and seek to maximise revenue and attendance.

Hall Manager

- Manage Menuhin Hall team of Productions Manager, Box Office staff, Bar and Front of House staff, and stewards.
- Liaise with relevant school staff over maintenance and health and safety.

Enterprises Manager

- Oversee the school's commercial lettings including swimming pool, Hall recordings, holiday courses.
- Develop an understanding of the external market in relation to the school's commercially marketable assets and the competition the school faces in this market.
- Work with the Bursar and Estates Manager to establish the operational processes necessary to efficiently facilitate all commercial activities.
- Ensure full compliance with all Health & Safety and Safeguarding regulations and good practice of all those working within the commercial operations of the school.
- Develop and manage a competitive hire fee structure including clear guidance on concessions.
- Attend events or ensure that events are managed by a suitably qualified and competent member of staff.
- Continual review of practices and procedures to ensure compliance, best practice and ongoing identification of improvements.
- Be responsible for coordinating proposals and contract negotiations with external clients.
- Ensure careful planning and communication in relation to commercial projects and events.
- Report to the Board of YMSE.

School Leader

- Report to the Head.
- Be a member of the school's Leadership Team, focusing on boosting the commercial interests of the school with a view to enhancing the experience of users and increasing income generation where appropriate.
- Work with other members of LT to conceive, market and deliver a programme of events in the Menuhin Hall and develop and implement a robust commercial strategy for the school.
- Contribute to whole-school discussions of strategy, management and operations.