

HALL MANAGER
THE MENUHIN HALL
Candidate Information Pack



Closing date for applications:
5pm Friday 6 December 2019

The role:

The Yehudi Menuhin School is seeking a Hall Manager for The Menuhin Hall, one of Surrey's leading concert venues. The Hall provides a stage not only for the talented young students of this world-famous specialist music school but also for visiting artists of international renown: this year's concerts feature Colin Carr, Tasmin Little, Lawrence Power, the Piatti Quartet and many others. It is also available to the local community as a centre for music-making, lectures and other events.



Key points about the role:

Contract type:

Permanent/Full-time

Holidays:

30 days annual leave
plus public holidays
(excluding term time)

Probationary Period:

Three months

Reporting to:

The Head

Hours:

37.5 per week (plus some
evenings/weekends)

Pension:

Contributory stakeholder
pension scheme (13.5%
employer contribution)

Salary:

£30 - 35,000 per annum,
(depending on experience)

Other perks:

On-site swimming pool
Free lunchtime concerts

The Yehudi Menuhin School

The Yehudi Menuhin School was founded in 1963 thanks to the vision and determination of an extraordinary musician and world citizen, the celebrated violinist Yehudi Menuhin. A brilliant educator, he feared that the lack of specialist music provision for children at an early age would result in an irreversible decline in the provision of world-class instrumentalists.

Inspired by a visit to Moscow's Central School for Young Musicians, Menuhin set out to develop a specialist music school in the UK for extraordinarily gifted children. These boys and girls, aged between seven and nineteen, would come from all corners of the globe, regardless of their race, creed or parents' financial position. His vision was that the School would not only attract potentially the most outstanding performers of their generation in string instruments and piano, but that they would also become well-rounded and compassionate people as a result of the high quality academic activities and pastoral care provision. Menuhin was also passionate in his belief that the School should share its music with the local community.

In 1964 the School moved from London to its current location in Cobham, Surrey, and gradually expanded to include new teaching and boarding blocks. In 1973 the School was accorded special status as a 'Centre for Excellence for the Performing Arts' and was one of the first schools to receive support from the Department for Education's Music and Dance Scheme. January 2006 saw the opening of the 300-seat Menuhin Hall, greatly enhancing the performance opportunities for the pupils and allowing the development of a 'Celebrity Series', attracting musicians of international renown. In 2016, new Music Studios were opened, providing state-of-the art teaching and practice facilities.

Starting with just 15 pupils in September 1963, the School has expanded significantly over the last five decades while remaining true to Menuhin's values and ethos, and currently hosts 85 boys and girls from 22 nationalities.

Working here

The School and the Hall are set in gorgeous grounds just a 35 minute train ride from London Waterloo, and offers a friendly working environment with a strong sense of community. Staff and pupils are on first name terms, and all staff are encouraged to take an active part in the broader life of the School.

Staff benefits include season ticket loans, free lunches in term time as well as refreshments at morning and afternoon breaks in the staff room, which all are encouraged to attend.

We place a high value on the on-going professional development of all our staff as well as the full induction and training of all new staff.

We are committed to the wellbeing of all students and staff, and provide a 'no-smoking' environment.

Job Description

Purpose of the role

The Menuhin Hall is one of Surrey's leading concert venues. It provides a stage not only for the talented young students of this world-famous specialist music school but also for visiting artists of international renown: this year's concerts feature Colin Carr, Tasmin Little, Lawrence Power, the Piatti Quartet and many others. It is also available to the local community as a centre for music-making, lectures and other events. The Menuhin Hall Manager is responsible for the day-to-day running of venue, and all events and activities that take place within it.

Reports to

The Head of The Yehudi Menuhin School

Key relationships

Director of Music, Menuhin Hall staff, Marketing and Communications Manager, Music Administration

The Hall Manager is responsible for:

- the management of The Menuhin Hall and all events and activities that take place within it.
- supervising and managing the Box Office Manager, Technical Manager, Bar Manager, and Hall Admin Assistant.
- the appraisal of the Box Office Manager, Technical Manager and Hall Admin Assistant.
- setting targets, monitoring training needs and managing leave for The Menuhin Hall Staff.
- supervising and working closely with all full- or part-time assistance in the running of The Menuhin Hall.
- recruiting, training and managing the group of volunteer stewards.
- supervising and working closely with the Front of House Managers.
- liaising closely with the Director of Music of the School in creating the artistic programme of events.
- creating each season's brochure for The Menuhin Hall.
- securing the services of celebrity artists to perform within the Hall as directed by the Director of Music.
- presenting to the Leadership Team and the Directors of YMS Enterprises an annual budget of income and expenditure.
- managing the financial performance of the Hall in line with set budgets in conjunction with the Leadership Team, YMS Enterprise Board and School's Accountant.
- ensuring that all Hall income with appropriate breakdown is speedily and efficiently handed over to the Bursar's department.
- generating income from activities and events, particularly from commercial recordings.
- ensuring that all events within the Hall are controlled for quality, in line with the standards of all activities expected at the School.
- liaising with all stakeholders and taking bookings for events and activities within the Hall.
- ensuring that the Artifax diary is up to date with Hall activity.
- ensuring Spectrix is used efficiently and shared with the Marketing and Development departments.
- ensuring data is handled in compliance with data handling legislation and school policies.

- ensuring that as much time as possible is hired for commercial use to maximise potential revenue.
- taking responsibility for all Health and Safety within The Menuhin Hall including Risk Assessments and the training of volunteer staff.
- reporting each week to the Leadership Team and highlighting key issues which may affect the School or The Menuhin Hall.
- ensuring that the Hall is maintained to the very highest standards and that all breakages or defects are dealt with immediately.
- liaising with software suppliers as appropriate to ensure the optimal effectiveness, especially of the online booking system.
- liaising with the Marketing and Communications Manager and Leadership Team to ensure that all printed programmes for School events are created to the highest possible standards and that the accuracy of content is maintained.
- acting as the interface between all hirers and the School.
- creating all contracts, sales ledgers and sales invoices for all hirers.
- to work with the Marketing and Communications Manager in marketing the Hall and its events to ensure the largest possible audiences, especially for Celebrity and Showcase concert series.
- liaising with the catering department to help ensure that all catering services and hospitality delivered in the Hall are of the highest possible quality.
- recording and handling all complaints regarding the delivery of service .
- updating annually all policies and procedures manuals for the Hall.
- ensuring all content on The Menuhin Hall website is accurate and up to date.
- dealing with all correspondence, letters, emails and telephone calls and responding promptly.
- liaising with the Director of Music to ensure that all recordings required by pupils are organised/ provided as efficiently as possible by the Technical Manager and his assistants.
- carrying out all reasonable requests as directed by the Leadership Team.



Conditions of Service:

- The post is full time.
- The Hall Manager is responsible to the Head and Leadership Team as part of the Middle Management of the School.
- The post attracts a salary in the region of £30,000-£35,000 gross per annum.
- The School has a contributory pension Scheme to which the School contributes 13.5% and the Hall Manager contributes 6%.
- 'Normal' hours of work are Monday to Friday 9.00am – 5.30pm, but the job itself is not 'normal' in this sense, since the Hall Manager will be expected, and will want to be present at many weekend and evening events. Some time off in lieu will be applicable.
- Holiday allowance is 30 days a year plus the statutory Public Holidays which fall outside the school term. The Hall Manager is expected to take his/her holiday in school holidays.
- The notice period is three months.
- During term time free school lunches are available in the school's dining room and free refreshments at morning and afternoon breaks in the staff room.
- For monitoring and career development the Hall Manager will be appraised by the Head.



How to apply

If you would like to apply for this role, please download the [application form](#) from the Employment Opportunities page on the School website.

Your application form should be completed in full and returned along with a covering letter to Lucy Flower, Human Resources (recruitment@menuhinschool.co.uk) by 5pm on Friday 6 December. Should you require any further assistance or to discuss the role informally, please contact Lucy via email.

Interviews will be held at the School on 13 December but may be held earlier for early applicants.

The Yehudi Menuhin School is committed to safeguarding the welfare of children. The School is registered with the DBS and successful applicants will be required to complete successfully the Disclosure Procedure at Enhanced level. It is an offence for a person barred from working with children to apply for this post.

The Yehudi Menuhin School is committed to Equal Opportunities and welcomes applications from all sections of the community.



@menuhinschool



@yehudimenuhinschool



The Yehudi Menuhin School

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