



Title: Business Development Manager
Department: Administration and Planning
Reports to: Director
Employment: 2 year Contract with extension offered based on performance
Salary: Competitive market salary, commensurate with experience

Role Purpose: University Concert Hall Limerick seeks an experienced and dynamic Programming and Business Development Manager. This is an executive leadership role with responsibility for identifying new programme opportunities and delivering key targets for the business. Reporting to the Director, the role will also involve managing internal projects, implementing, and overseeing project plans and sales strategies for key concerts and festival events. The role will require strong verbal and communication skills, a sales focus together with an understanding of all relevant business segments for the business to achieve commercial targets. The role will provide additional support and assistance to the Director and administration team including day-to-day administration functions. Flexibility in attendance is expected in respect of delivering on deadlines and leading concerts and events throughout the year, this includes working weekends.

Key Areas of responsibility and Accountability:

- Identify opportunities for the development of both existing and new business.
- Ensure UCH is competitively efficient vis-à-vis its peers in terms of Artist engagements and associated revenues.
- Develop and maintain strong working relationships with the many concert promoters and stakeholders UCH work with.
- Work in close liaison with the Director and UCH team to develop, produce and deliver UCH's concert programme including its annual successful Panto, Rising Star programme, Limerick Concert Series and Limerick Sings Choral Festival. This includes contracting and closing financial statements.
- Negotiate financial agreements and work to sales targets for events.
- Assist with the administration and planning functions including the preparation of contracts and concert settlements, IMRO filings and other adhoc duties.
- Manage regular planning and evaluation meetings to ensure plans are effectively communicated across departments.
- Act as a public advocate for UCH and represent the interests of UCH and our stakeholders.

- Support the Director and the management team in ensuring that the day-to-day activities and resources are managed and coordinated to provide a first-class service to our customers and Stakeholders.
- Deliver, in conjunction with the other members of the management team, a risk register and risk management with aligned mitigation measures and report annually.
- Prepare and review operational reports and schedules to ensure accuracy and efficiency and set goals and deadlines for the department.
- Maintain relationships with existing clients and ensure consistency through the same.
- Conduct market research to identify new leads and develop upon existing partnerships.
- Prepare funding proposals, develop sales strategies and complete documentation as required for key projects.
- Track and monitor customer information, produce accurate reports for each client.

Key Working Relationships

- Working as part of the UCH team reporting to the Director
- Liaison with internal stakeholders, including:
 - Campus Life Services
 - Irish Chamber Orchestra
 - Irish World Academy
 - University Departments and the Students Union
- Liaison with external stakeholders, including:
 - Promoters, Artists and Community Groups
 - City, Regional and National partners, venues and organisations

Other Dimensions

- Have the capacity to act in place of the Director when she is on leave or ill.
- Abide by UCH's policies including all Health & Safety and Data protection guidelines.
- Undertake any other reasonable duties as requested by the Director.

Section 2: Knowledge, Functional Skills, Experience & Qualifications

Requirement	Essential/Desirable
<p>Knowledge</p> <ul style="list-style-type: none"> - Strong Commercial understanding of financial data and metrics - Experience of concert planning and scheduling. - Track record of project managing complex performing Arts projects. - Excellent logistic and planning knowledge and experience. - Experience in setting, managing budgets and negotiating artist and promoter fees. - Musical Theatre or other Performing Arts management experience. 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>
<p>Functional /Work based Skills</p> <ul style="list-style-type: none"> - Excellent sales and negotiation skills - Familiarity with Production requirements. - Health and Safety Training - Excellent PC skills, with a high level of proficiency in MS Word, Excel and Outlook. - Full clean driving license. - Proven written, verbal and online (including social media) communication skills, with emphasis on project management. - Willingness to work irregular and flexible hours 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>
<p>Experience</p> <ul style="list-style-type: none"> - At least 5 years commercial experience working in a similar performing arts or event management capacity. - Must demonstrate a strong sales record with a high level of achievement, be target driven with a proven track record 	<p>Essential</p> <p>Essential</p>

<p>Qualifications</p> <ul style="list-style-type: none"> - A Third level qualification in business/marketing/management. Other disciplines will be considered depending on work experience and ancillary qualifications 	<p>Desirable</p>
<p>Personal Attributes</p> <p>UCH is looking for a highly committed individual who is flexible, reliable and has extensive experience working in a similar role. The candidate should have an excellent understanding and interest in the Performing Arts, a calm methodical approach to their work and the ability to respect confidentiality. They should have the confidence to work independently and as part of a team and also have/be :</p> <ul style="list-style-type: none"> - Excellent customer service skills - Excellent administrative and organisation skills with an accurate approach to work, including the ability to prioritise multiple tasks while maintaining excellent attention to detail. - A creative thinker - The ability to prioritise time and tasks efficiently and effectively - Highly motivated team player with the ability to problem solve, use initiative and work effectively within a small team meeting tight deadlines. 	

This position is subject to Garda Vetting and Foreign Police Clearance. If you have resided in countries outside of the Republic of Ireland and Northern Ireland for a period of 6 months or more since the age of eighteen, it will be mandatory for you to furnish Foreign Police Clearance Certificates from those countries, stating that you have no convictions recorded against you while residing there. You will need to provide a separate Police Clearance Certificate for each country you have resided in. Please note; any costs incurred in this process will be borne by the candidate.

Applicants are invited to send a CV and cover letter to:
Sinead Hope, Director, University Concert Hall, Castletroy, Limerick.

Tel: 061 213304 E-Mail: Sinead.Hope@uch.ie

***Closing date for applications is
5pm Monday 22nd August 2022***

University Concert Hall is an equal opportunities employer