Print Production Manager

Job Description

Job Title:	Print Production Manager (Maternity Cover)
Hours of Work:	35 hours/week (full-time)
Salary:	£36,750 per annum
Reporting to:	General Manager
Responsible For:	Graphic Designer
Contract Type:	10-month fixed term contract starting February/March 2024
Benefits:	22 days' annual leave + bank holidays
	Access to Employee Assistance Programme

About Wigmore Hall

Wigmore Hall, one of the world's great concert halls, specialises in chamber and instrumental music, early music and song.

With a musical history stretching back to 1901, Wigmore Hall is today livelier than ever, offering music making of outstanding quality and a wide range of events in the community.

Wigmore Hall's focus is on great musical works, best experienced with a powerful sense of immediacy. The repertoire extends from the Renaissance to contemporary jazz and new commissions from today's most exciting composers.

Since 2005, the Hall has grown attendance across its entire programme by over 60 per cent. All in all, it now presents around 500 concerts every year, selling a total of 200,000 tickets, and stages as many Learning events.

Role Overview

To project manage the creation and delivery of many of Wigmore Hall's key print materials, primarily season brochures and concert programmes, and as a member of the Office of the Director to undertake any other duties as reasonably required by the General Manager.

Duties and Responsibilities

Season Brochures and other key print materials

- Project management of Wigmore Hall's key print materials, primarily three season brochures (which list the concerts in the Hall's autumn, spring and summer booking periods), panel displays, monthly listings posters and annual season preview listings.
- Duties include: gathering programme and publicity materials from agents and promoters, commissioning copy, formatting into house style, liaising with Director for creation of page plan, agreeing schedules and deadlines internally and with external printing/mailing house, checking, proofing and reviewing.
- Editing and assisting with the transfer of information from the season brochures to monthly listings posters, and overseeing their production.
- Alongside the Graphic Designer, ensuring high standards of accuracy and brand consistency across all Wigmore Hall print media, and that content is presented in an easily marketable fashion.
- Acting as the main point of contact for external copy writers and print/mailing house to ensure all print is produced to the highest possible standard, within budget, and in time to meet priority and public booking dates and fundraising appeal launches.
- Proofreading concert listings on Wigmore Hall's website.

- Managing further print requirements on an ad hoc basis, in conjunction with the Graphic Designer.
- Reviewing and streamlining the workflow for print production and web content at the Hall, in conjunction with the Office of the Director staff.

Concert Programmes
- Sourcing materials necessary for the preparation of Wigmore Hall's concert programmes, including liaison with artists' agents and programme note writers.
- Proofing and editing programme notes to ensure they comply with House Style Guidelines.
- Liaising with the Repertoire Administrator, collating song texts and translations (including ensuring permissions are secured for copyright works) for all vocal concerts.
- Ensuring that quality single sheet programmes and (where applicable) song sheets are produced and delivered on time for concerts.

Administration
- As a member of the Office of the Director, assisting with the general administration of Wigmore Hall's artistic programme.

Person Specification
- At least 2 years of experience in a similar role.
- Experience of managing multiple deadlines under pressure.
- Ability to contribute creatively to copy when editing.
- Strong project management skills.
- Excellent attention to detail and proofreading skills.
- Knowledge of classical music (preferred).
- Familiarity with MS Office and an aptitude for learning new software, such as ArtsVision and ThirdLight Digital Asset Management system.
- Knowledge of InDesign is desirable but not essential

Wigmore Hall is committed to being a fair and inclusive employer.
We recognise the positive value of diversity, promote equality and challenge discrimination, and we welcome and encourage job applications from people of all backgrounds. We particularly welcome applications from people from the global majority*, disabled**, non-binary and trans candidates, as they are currently under-represented in our workforce. We are particularly interested in hearing from you if you have faced barriers to accessing training and workforce development opportunities.
*This includes, but is not limited to people of Black Caribbean, Black African, South Asian, East Asian, South East Asian, Middle Eastern, Arab, Latinx, Native American and First Nations heritage as well as people indigenous to the global south
** This includes but is not limited to those who define as disabled people, as people with long term health conditions, as d/Deaf or as neurodivergent