

OPERATIONS AND REPORTING MANAGER

Como No & La Linea - The London Latin Music Festival

ABOUT COMO NO & LA LINEA

Como No has been Britain's leading promoter of music from Latin America since the 1980s. We have presented hundreds of shows from small venues to The Jazz Café, Village Underground, Barbican, Royal Albert Hall and The O2 Arena. Our shows have helped define Latin music for generations and provided events for the burgeoning Latin American community as well as other Spanish and Portuguese speaking audiences and artists.

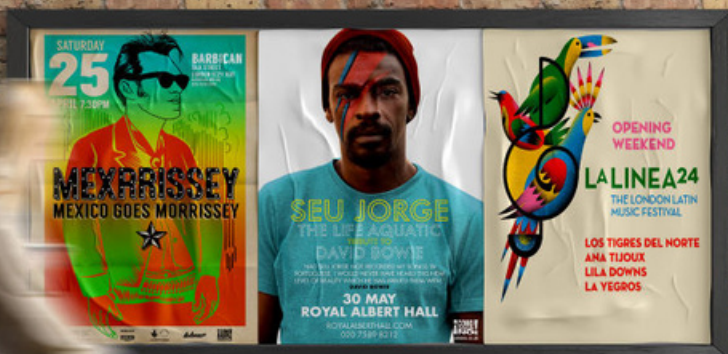
From Celia Cruz to Natalia Lafourcade and Buena Vista Social Club to Seu Jorge and Los Fabulosos Cadillacs we have created landmark events. Every April since 2001 we have produced La Linea – The London Latin Music Festival which has curated a series of debuts and new projects in venues across the capital and whose archive is a catalogue of achievements in new music since the millennium.

Our special projects have brought together new collaborations and created new definitions of Latin Music: from Mexrrissey - which put the music of Morrissey and the Smiths through a Mexican musical filter for La Linea and then toured the world, to Tino Contreras' last ever show, at Frida Kahlo's Casa Azul during lockdown - which we streamed globally - to our instrumental role in developing the Latin big band New Regency Orchestra.

Our work has reinforced the musical bridge between Latin America and the UK which go back more than a century. We celebrate and advance opportunities for the creativity of Latin American Londoners and are one of Britain's main music promoters.

Since April 2023 Como No has been a National Portfolio Organisation (NPO) supported by the Arts Council of England. Como No has become a Not for Profit and our position as an NPO means that we can plan confidently for the next few years.

Having recently appointed Elena Beltrami as a new Director, La Linea and Como No embark on the next stage of their journey.



TERMS AND CONDITIONS

Contract: Permanent

Hours: Full time 35 hours per week

Annual salary: £30,000 - £35,000 pa DOE

Reports to: Director

Holidays: 27 days per year, plus eight bank holidays. Como No also shuts between 25 – 31 December, which doesn't count towards the 27 days of Annual Leave.

Location: Hybrid, with a minimum of three days per week working from a London office. Must be in London for the majority of April each year for La Linea. Some nationwide and international travel is expected for events.

Benefits: Professional development budget.

Right to work: All applicants must have the right to work in the UK.

WHY WE NEED YOU

We are seeking a dynamic and efficient, organised Operations and Reporting Manager to join Como No. We need you to support our newly appointed Director as together we take the organisation into its next stage.

FRAMEWORK

The Director manages the organisation's Operations and Reporting Manager to ensure that the Company's programme of activities happens on time, on budget and connects with audiences.

The Operations and Reporting Manager reports to the Director, who sets goals for all team members.

The critical responsibilities of this role are described below. They may be subject to reasonable changes from time to time in line with business needs



WHAT WE'RE ASKING FROM YOU

- To support the Director in developing and delivering Como No and La Linea's year-round programme of performances in London and some regional performances.
- Work to Como No's NPO agreement with Arts Council of England: the ACE Activity Plan, Investment Principles, Financial templates, and quarterly timetables.

Operations

- Comply with all legal duties in respect of employment, data use and storage.
- Maintain the company's electronic filing systems and records.
- Liaise with the Director and the Finance manager on budgets.
- Liaise with accountants and ticket agents.
- Assist the Director with creating/amending contracts with venues and artists.
- Attend, report to, and take minutes at the meetings of the non-executive board.
- Plan travel, principally for musicians, including booking flights, accommodation, and ground transportation.
- Liaising with Artists' management.
- Deal with general enquiries.
- Other administrative tasks as required.

Reporting & analysis

- Create event audience surveys – you will be using Arts Council England's audience survey software.
- Create regular reports from event surveys and other monitoring for the Director, Board and ACE.
- Create environmental impact reports for the Director, Board and ACE with Production Managers for future planning.
- Analyse quantitative and qualitative information for future planning.

Marketing

- Support the Director on all marketing activities.
- Upload and format copy for our events.
- Upload events to our own websites (comono.co.uk and lalineafestival.com) and to ticket agents' sites.
- Upload shows onto relevant listing sites.
- Create & send newsletters & oversee email lists on Campaign Monitor.

ABOUT YOU

Essential skills and experience

- Applicants should be self-motivated, meticulous, highly organised, flexible, with experience iProficiency in Microsoft Word and Excel is a must; additional competencies with other software tools eg Wordpress and Campaign Monitor.
- You'll be someone who pays attention to detail and is skilled at providing resources, support, and structure for artists/musicians and art projects.
- Ability to work effectively in a small team.
- Excellent communication and collaboration skills.
- Excellence in written English, particularly for clear and concise online copy.

Desirable (but not essential) skills and experience

- Spanish and/or Portuguese speaker.
- Familiarity with use of survey software eg Illuminate, Impact & Insight etc, and production of data from reports.
- Website CMS skills
- Understanding of how to use Xero or similar accounting software.
- Understanding of not for profits.

DIVERSITY AND INCLUSION

We are committed to recruiting a workforce that reflects the population and will prioritise applications from historically under-represented people in particular people of Latin American heritage and including from black and minority ethnic backgrounds, LGBTQ+ people, people with disabilities, those from working class backgrounds, state school educated and people who have experienced forms of exclusion or marginalisation.

HOW TO APPLY

Please send a cover note and CV to info@comono.co.uk with the subject line **Application – Operations and Reporting Manager**. Your CV (max two pages) needs to include the names and email addresses of two referees. Your cover note should answer the following questions and be no longer than two A4 pages:

- 1. Why do you want to be an Operations and Reporting Manager at Como No & La Linea?**
- 2. Give examples of how you meet the skills and experience set out in this Job Description.**
- 3. We kindly ask you to complete our Equal Opportunities Form to make sure we can continue to be as fair and inclusive as possible. All responses are optional and anonymous.**

Application deadline: 8am Thursday, May 9 2024.

More information about [Como No and La Linea.](#)