

# Work with us: Delphian Records is hiring a new Recordings Manager (part-time)

We're looking for a self-motivated Recordings Manager to plan and execute the smooth running of Delphian's recording activities, steering a small team of creative freelancers and offering support to Delphian's Creative and Managing Directors.

## ABOUT DELPHIAN

Based near Edinburgh, Delphian produces around 28 albums per year in a number of venues across the UK. Our catalogue contains everything from ancient bone flutes to string quartet with Highland bagpipes, and plenty in between. With a reputation for particularly high production standards and an innovative approach to programming, 75% of Delphian's 2020 releases won Editor's Choice or five-star reviews in the national and international press.

Delphian Records is made up of a small team of 11 creative freelancers, led by Managing Director & founder Paul Baxter alongside Creative Director Will Coates-Gibson.

## THE ROLE

With a key role towards recording sessions, the Recordings Manager will work with our roster of venues, coordinating artist and production diaries. Ahead of sessions, it'll be the Recording Manager's responsibility to make sure everything runs like clockwork, from production transport/accommodation to managing recording schedules, producing score booklets and session plans. With an ability to foresee potential problems, the Recordings Manager should be adept at forward thinking and proactive in offering creative solutions.

Outwith recording sessions, the Recordings Manager will take lead responsibility for the seamless running of Delphian's Production Schedule, ensuring designers, editors and artists have everything they need to achieve those deadlines. With numerous elements involved in recording and releasing an album – text/image reproduction rights, supporter credits/logos, publisher acknowledgement (to name a few) – the Recordings Manager will be comfortable managing multiple projects simultaneously.

In an open and transparent working relationship, the Recordings Manager will liaise with and support the Creative Director and Managing Director and share in other duties as required.

## LOCATION

Delphian is based in Edinburgh, and whilst we'd love a Scotland-based candidate to share a drink with every so often, we'd consider strong applicants from any location (based on remote working).

## EMPLOYMENT TERMS

This role is offered on a Freelance Contract, based on **10 hours per week at £16 per hour**, and would ideally suit a candidate who is either pursuing a portfolio of related work, or is already established in the industry.

As Delphian continues to enjoy a period of growth (of which this role is a part), the Recordings Manager role is subject to develop (depending on the successful candidate).

## APPLICANT SKILLS

We'd love to hear from as wide a variety of applicants as possible. Much of the role relies on excellent organisational skills with ability to take initiative, however experience working in the classical music industry would be desirable. Other desirable skills include:

- Excellent written and verbal English
- Strong administrative & IT skills
- Appropriate equipment to undertake the job remotely / from home

## APPLICATION PROCESS

**Please send a short video application\*** introducing yourself and what skills you think you'd bring to the role, **along with a CV** to Will Coates-Gibson at [will@delphianrecords.co.uk](mailto:will@delphianrecords.co.uk) by **5pm on Friday 4<sup>th</sup> June**.

*\*if you'd rather not provide a video, cover letters will be accepted*