

Answer **all** the questions.

For the purposes of the following tasks, you should assume the role of an Arts Administrator.

Read the following scenario.

Scenario

The Manor House is a well-known landmark and picturesque building that is full of history. This year, the Manor House will open its doors to the public for the first time and is planning a programme of historically inspired performing arts events.

The Manor House has received a large grant from a public sector funder. It will support the arts events further with profit made from a food festival that is planned to take place at the same time. It is hoped that putting on the events at the same time will attract more visitors.

Several different performance companies will provide the performance work. Performances will take place over several weeks in the Manor House itself, as well as in various sites throughout the extensive grounds. All events will be open to the public.

The opening of the Manor House to the public is being overseen by the owner. An Artistic Director has been contracted to oversee the performance events. You have been contracted as the only other full-time employee. The food festival is being managed by a team of volunteers who will also help with some of the tasks associated with the performance events.

The following questions relate to the roles and responsibilities you will undertake as the Arts Administrator for the performing arts events.

Questions 1 and 2

You will be responsible for legal matters relating to the performances.

- 1** One of the performances will involve pyrotechnics.

Explain **one** legal requirement relating to this.

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..... **[2]**

- 2** You have a music licence (Performing Rights Society) so that music can be played during some of the performances.

Explain **two other** legal requirements you will need to have in place.

1

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2

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..... **[4]**

Questions 3 and 4

You will be responsible for managing the budget for the performance events.

- 3** Explain **one** requirement that the funder is likely to have included in the public sector grant agreement.

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- 4** Explain **two other reporting** requirements usually required by this type of funder.

1

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[4]

Questions 5 and 6

The Manor House would like to attract as many visitors as possible.

- 5** Explain **one** marketing method you could use to reach a wide audience.

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- 6** Explain **two** examples of market research that would be appropriate to carry out to support the aim of attracting a wide range of audiences.

1

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Questions 7 and 8

You will need to manage the volunteers who are undertaking some key tasks.

7 Explain **one** legal consideration when managing volunteers.

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..... [2]

8 Explain **two other** considerations when managing a team of volunteers.

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..... [4]

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Turn over for the next question

9 Explain your planning priorities for the different key stages of the preparation for the events. **[18]**

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A series of horizontal dotted lines for writing.

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