



Job description

Title of Post:	Creative Project Leader (job share, two days per week)
Contract & hours:	Part-time 2 days a week (15 hours per week), Wednesday and either Thursdays or Fridays
Start date:	5 February, 2018
Salary Band	£26,000 - £31,000 pro rata, depending on experience
Reporting to:	Director of Programmes
Deadline for applications:	Monday 4 December, 2017
Updated:	October 2017

General Information

The Creative Project Leader will form part of Sound and Music's project delivery team, who between them are responsible for delivering all of Sound and Music's external activities. The role encompasses both responsibility for the delivery of individual projects (including supporting income generation and external communications), and working as part of a team to ensure the quality and delivery of Sound and Music's programmes overall.

About Sound and Music

Sound and Music is the national charity for new music.

The creative programme for Sound and Music makes a unique and distinctive contribution to the arts in the UK.

Our vision is to create a world where new music and sound prospers, transforming lives, challenging expectations and celebrating the work of its creators.

Our work includes composer and artist development, partnerships with a range of organisations, audience development, touring, information and advice, network building, and education. We champion new music and the work of British composers and artists, and seek to ensure that they are at the heart of cultural life and enjoyed by many.

About the role

This role will encompass both project management of partnerships and events in a variety of settings; and ongoing work to support Sound and Music's year round activities and internal improvements.

Our programme aims to achieve artistic excellence and the Creative Project Leader will work with the Director of Programmes and other members of the team in ensuring and evaluating the quality of all aspects of the programme and its delivery.

Sound and Music has an open, curious and generous approach to different forms of new music and sonic art. All Creative Project Leaders work across a wide range of musical styles and with a wide range of composers, creative artists and partner organisations. We work as a team to develop and deliver projects which are capable of drawing in different income sources and attracting a range of audiences. Flexibility is an essential requirement of the post.

Partnerships are central to Sound and Music's ability to deliver the creative programme, and most projects will be delivered in partnership with other organisations and/or freelance producers.

The Creative Project Leader is expected to develop and nurture current and potential creative partnerships for Sound and Music including with external producers/promoters, ensembles, artists, composers, venues, festivals, digital partners and broadcasters.

Therefore relationship management and working with external agencies is a major part of this role.

Responsibilities

Role description

To contribute creatively to the delivery and development of Sound and Music's programmes, to ensure our work has impact against our objectives, and to develop new approaches to working across the sector.

Responsibilities

- Project manage creative activities across the breadth of the Sound and Music programme in partnership with external curators, artists, partners and freelancers
- Build and manage effective working relationships with internal and external partners to successfully deliver projects

- Manage and deliver professional development and support for composers and artists at different stages of their career, particularly within the context of Sound and Music's New Voices programme
- Support the organisation's fundraising, marketing and audience development aims, particularly by working with fundraising and marketing colleagues to ensure:
 - information about projects, including potential narratives to be used in marketing and PR, is shared in a timely fashion
 - marketing materials are gathered from external partners in order to meet internal deadlines
 - all materials developed are in line with the organisations branding guidelines
 - Funders and donors are credited and thanks to a level exceeding funding requirements
 - all marketing materials are relevant, of a high standard and quality and will maximise audiences
 - marketing strategies for projects, including events and performances are appropriate
- Identify fundraising opportunities and creative projects which have the capability of attracting funding in line with the organisation's development strategy
- Work with the fundraising team to create written bids in line with application requirements, to deadline
- Support the fundraising team with reporting, donor and funder care, cultivation events and other development activities linked to the programme
- Deliver accurate and timely updates to the Director of Programmes
- Negotiate fees and contracts with 3rd parties based on the approved budget as agreed by the Director of Programmes
- Understand and implement processes and mechanisms to present creative information on Sound and Music's website to develop both Sound and Music's profile and to maximise audiences
- Outside working hours positively represent Sound and Music at events as required
- As a team evaluate and report on all programme events, including providing timely information to internal and external partners and funders

Finance

- Work to organisational processes to deliver projects to approved income and expenditure budgets

Skills, Knowledge and Qualities

Knowledge

Essential

- Relevant experience of working with or in an arts organisation
- Production and event management in a range of different contexts
- Project management and budgeting
- Knowledge of music across a range of genres; preferably with a specialist area of knowledge in one genre
- Knowledge of legal/statutory requirements relating to events/artists etc

Desirable

- Event Promotion
- Effective team management
- Understanding of audiences and/or audience development
- Knowledge of bid writing and fundraising
- Composer and artist support experience, particularly within the context of composer collaborations with performing musicians

Skills

- Ability to work effectively with a wide variety of artists and industry professionals
- Willingness to work on all projects across the organisation and in all genres
- Ability to work within a team structure and share ideas/ways of working
- Negotiation skills
- Excellent communication skills
- Ability to take high levels of delegated authority and operate within agreed parameters
- Partnership working
- Excellent presentation and written skills
- Budgeting and working within budgets

Qualities

- Passion for new music and for keeping personal knowledge of sector up to date
- Well networked across the new music community
- Positive and proactive team player
- Positive attitude to working across a range of different contexts, genres of music and with a range of different partners
- Commitment to innovative delivery across a range of platforms and new media

Common requirements for all posts

- Exemplify an open, curious and generous approach to new music
- Be a creative contributor to the development of the organisation and its relationship to the sector
- Take a flexible approach to work and to be willing to undertake other duties as reasonably requested
- Be an active and positive advocate for Sound and Music on a day to day basis and at events (as required)
- Contribute to the organisation's understanding of diversity and its implications for the arts and ensure it informs all decision-making
- Ensure adherence (at all levels) to the organisation's required policies and procedures with particular reference to Employment Rights, Equal Opportunities and Health and Safety and other statutory requirements
- Lead by example by exemplifying the values of the organisation and adopting rigorous internal processes which adhere to agreed procedures and are compliant with good governance as set by the Board

- Contribute to the website and take responsibility for generating and servicing content where it relates to your area of work
 - Provide excellent customer service in dealings with the public and Sound and Music's community
 - Work in the best interests of artists, arts organisations and audiences throughout the country
-

Special conditions of the post

- A willingness to travel throughout the country as required by the role
 - A willingness to represent the organisation internationally on an occasional basis
 - Evening and weekend working to attend and network at events will be required.
-
-