

Senior Creative Programme Leader (Maternity cover)

Job Pack

February 2026

Sound and Music



Supported using public funding by
**ARTS COUNCIL
ENGLAND**



Sound and Music

Sound and Music is the UK's accelerator for new music and sound.

Our vision is a future where the frontiers of new music and sound are closer to every person.

Our mission is to be the base camp for anyone who wants to make, experience or support new music and sound to shape the modern world. We deliver artist-centred development programmes and essential funding to young, emerging and established artists breaking new ground across music-making in the UK. We lead research, campaigns, networks, archives and collections to further originality, discover and equity within music.

For over 15 years, we have worked with thousands of music creators and hundreds of organisations to boost musical creativity, careers, cultures and communities. We are proud of our record of progressing inclusion and representation within new music in the UK. Our creative programme makes a unique and distinctive contribution to the arts in the UK.

We are guided by our **Fair Access Principles**, a code of best practice which ensures our work is open and inclusive for all, and we are Disability Committed Employer and a Living Wage Employer.

Sound and Music is a National Portfolio Organisation of **Arts Council England** and proud to be a **National Youth Music Organisation**.

Our values

Artist-centred	We place the strengths, needs and voices of artists at the heart of all we do
Curious	We actively explore, listen, learn and collaborate, always open-minded
Agile	We innovate, respond creatively to ever-changing contexts and prioritise momentum over perfection
Ambitious	We foster originality, lead on equity and inclusion and drive progressive change across the industry

soundandmusic.org

britishmusiccollection.org.uk

minuteoflistening.org

Cover image

Shamica Ruddock
© Anne Tetzlaff 2024

Senior Creative Programme Leader (Maternity cover)

Role details

Title of post:	Senior Creative Programme Leader (Maternity cover)
Contract & hours:	Fixed-term contract (12 months), part-time 0.8 FTE (4 days per week or equivalent)
Salary:	£35,000–£40,000 pro rata (£28,000–£32,000 for 0.8 FTE)
Location:	London / hybrid (you could work remotely from anywhere in the UK, with a minimum of two days per month at our London workspace)
Reporting to:	Head of Programmes
Responsible for:	Creative Programme Leader
Application form:	https://airtable.com/appL1ZA1czEVAXr5Y/pagjhCMKXj1ATPWxw/form
Deadline to apply:	Sunday 8 March 2026, 23:59 UTC
First interviews:	Wednesday 18 March 2026 (online or in-person)
Second interviews:	Thursday 26 March 2026 (online)
Start date:	25 May 2026 or as agreed

General Information

The Senior Creative Programme Leader plays a key role in shaping, planning and delivering our developing artist work, including programmes, awards and commissions. Your core responsibilities are to project-manage our flagship artist development programmes end-to-end, from planning and budgeting through to delivery, while also supporting artists directly through 1:1 sessions and group activities. You will contribute to the continued improvement of our programmes through monitoring and evaluation, line-manage a Creative Programme Leader, and support and deputise for the Head of Programmes when needed.

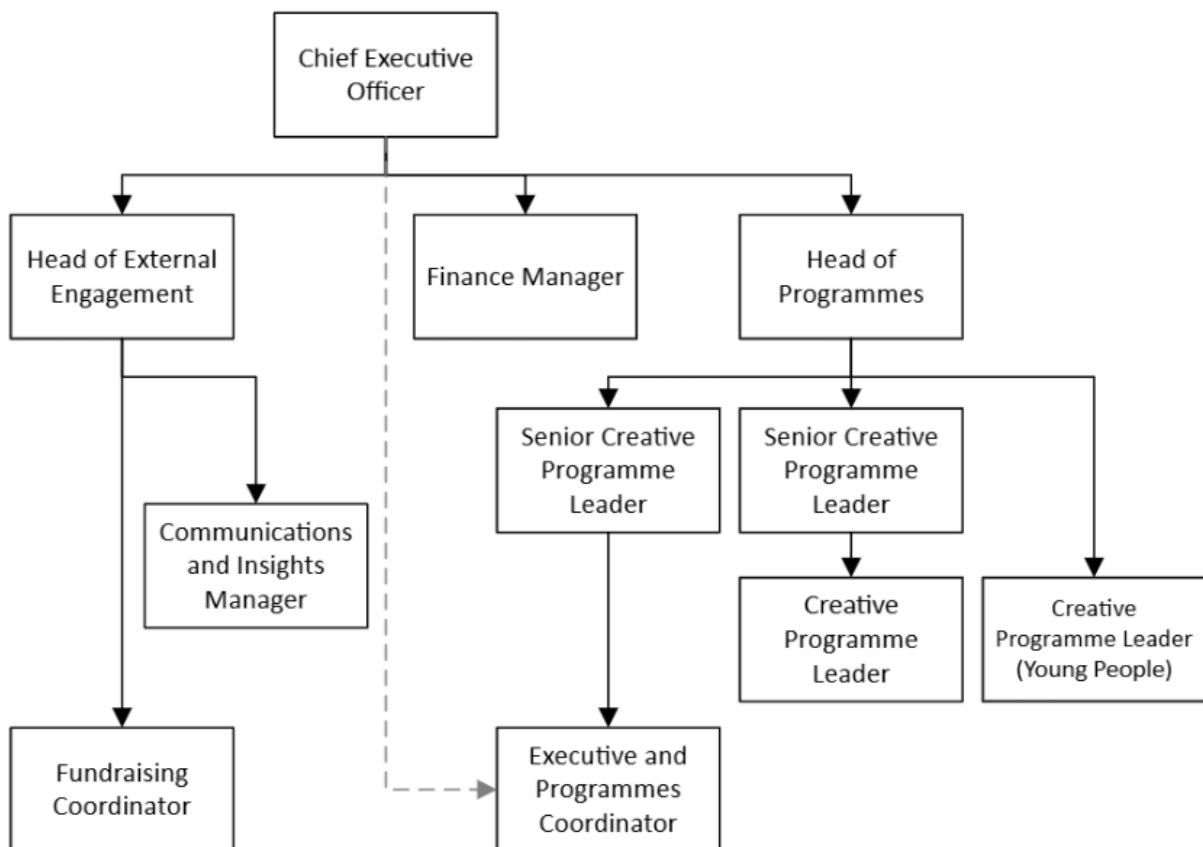
The Programmes Team oversees and delivers our flagship artist development programmes, including **In Motion** (an 18-month programme for creators looking to make a step change in their career), **In the Making** (a 12-month programme for young people aged 14-18), the **Essentials Fund** (small fund for purchasing key resources for a project) and **commissions**. Creators are at the heart of our work, and the Programmes Team works directly with them through 1:1 sessions, group workshops and residencies, to develop artistically and professionally and create sustainable careers.

We operate a hybrid working model with a mix of in-person and remote working. Our workspace is in London, and we would require you to travel to our London workspace a minimum of twice a month at your own expense. Any regional or national travel required for events will be covered by Sound and Music.

We strongly encourage you to apply if you are from an under-represented background in the sector, including but not limited to identifying as gender minority, gender diverse, d/Deaf/disabled, neurodivergent, Global Majority, working class, a parent and/or carer. We actively seek to work with and support artists from under-represented backgrounds on our programmes, and as part of our **Equity, Diversity and Inclusion policy** and action plan, we want to ensure our team is reflective of the people we work with and are best placed to support the diverse artists on our programmes.

Organisational structure

You will work closely with the Head of Programmes, Senior Creative Programme Leader, two Creative Programme Leaders and the Executive and Programmes Coordinator.



What are my responsibilities?

Programme management

- Project-manage our developing artist programmes, In Motion and Seed Award, including activities taking place in person and online. This includes:
 - Planning programme activity, ensuring it runs to time and budget
 - Ensuring programme materials, event schedules and group sessions, including the Networking Days residential, are delivered on time and to budget
 - Working proactively with the External Engagement Team to ensure a smooth flow of information for promotion or reporting purposes
 - Drafting and issuing contracts to participants, panellists and other contractors
 - Collecting data in line with our Monitoring and Evaluation Framework and overseeing our evaluation processes in line with our Quality and Evaluation Framework
- Lead on artist recruitment, including:
 - Planning the recruitment timeline
 - Identifying, contracting and coordinating a selection panel
 - Ensuring our selection process and outcomes are in line with our **Fair Access Principles and Equity, Diversity and Inclusion Policy**
 - Scoring and shortlisting applications
- Support with delivery of our awards, commissions and other activity as required
- Monitor programme budgets and manage fees for composers and other contractors within agreed budgets, ensuring expenditure is processed accurately
- Manage and supervise freelance staff involved with programme delivery, such as freelance Creative Programme Leaders, panellists, mentors, coaches

Artist liaison

- Guide and support up to 10 creators on our flagship In Motion programme, including but not limited to:
 - Act as the main point of contact for all their interactions with Sound and Music
 - Balance an artist-centred approach with organisational priorities
 - Lead creators through a process of change and/or growth, helping them identify, adapt and achieve their developmental goals
 - Support creators to identify funding opportunities, artistic collaborators, mentors, and/or partnership opportunities
 - Support creators to develop professional and interpersonal skills
 - Support creators to develop realistic budgets and project timelines
 - Lead creators through a reflection and evaluation process at the end of the programme
 - Represent artists' progress in meetings through reports and presentations
- Support an additional number of artists on our other programmes, such as the Seed Award, as agreed

Line management

- Line-manage a Creative Programme Leader effectively and in line with our organisational values

- Model leadership, support their professional development and regular performance management review
- Attend staff meetings, training, performances and/or other events which may take place outside normal working hours, online or in-person (occasional)

Cross-organisation support

- Provide general support of the Programmes Team as directed by the Head of Programmes, such as In the Making, Fair Access Principles and other delivery
- Work with the Communications and Insights Manager to ensure programme and composer information on our website is accurate and up to date
- Manage documentation of planned activity in collaboration with the External Engagement team to capture impactful and relevant content

Common responsibilities for all Sound and Music employees

- Contribute to the development of the organisation and its relationship to the sector
- Advocate for Sound and Music on a day-to-day basis and at events
- Work in the best interest of artists, arts organisations and audiences nationally
- Contribute to the organisation's understanding of equity, diversity and inclusion, its implications for the arts, and how it informs all our decision-making
- Working practices:
 - Take a flexible approach to work and undertake other duties as reasonably required
 - Adhere to policies and procedures such as Employment Rights, Equal Opportunities, **Equity, Diversity and Inclusion, Child Protection, Environmental**, Health and Safety and other statutory requirements
 - Embody the values of the organisation

Special conditions of the role

- Occasional evening and weekend working to attend and network at events both online and offsite will be required (we operate a Time Off in Lieu policy)
- Occasional travel within the UK, as required by the role
- Satisfactory completion of an enhanced Disclosure and Barring Service check
- You must currently hold the right to work in the United Kingdom

Essential criteria

- A strong alignment with our vision, mission and values
- Programme management and delivery
 - Experience of project-managing arts or creative programmes with multiple timelines including planning, scheduling, recruitment, budgeting and facilitation, online and in-person
 - Line management, including supporting the professional development and performance of a junior team member and supervising freelance staff
 - Experience of evaluation and monitoring, including collecting data, contributing to organisational learning and writing reports
- Artist support
 - Ability to support composers or creative practitioners through a structured process of professional and artistic growth
 - Ability to work with diverse artists in 1:1 and group settings, online and in-person, communicating with curiosity and without judgement
 - Strong understanding of the new music sector, including funding, artistic collaborations and partnerships, and the needs and challenges of composers in the UK today
- Collaboration and communication
 - Strong interpersonal skills, including emotional intelligence, empathy, active listening skills
 - Strong organisational and communication skills, with the ability to juggle multiple workstreams and keep key stakeholders informed and on board
 - Ability to work as part of a team as well as able to self-manage and work on your own

Why work for us

You will be an integral part of the Programmes Team, championing creators and their work and helping us drive originality, discovery and equity across music in the UK.

- You will be offered a salary of £35,000–£40,000 pro rata (£28,000–£32,000 p.a. based on 0.8 FTE contract (4 days / week or equivalent)
- You will have 18 days annual leave per year in addition to bank holidays, plus office closure between Christmas and New Year
- We embrace a hybrid working approach between home and office working, and we are open to discussing flexible working and your needs
- We celebrate diversity in the artists we support, and in our workplace, and we work hard to be more inclusive and increasing access both on our programmes and in the sector

How to apply

If you are interested in applying for this role, submit our online application on Airtable:
<https://airtable.com/appL1ZA1czEVAXr5Y/pagjhCMKXj1ATPWxw/form>

The deadline to receive applications is Sunday 8 March 2026 at 23:59 UTC.

Please note our application portal will automatically reject any late applications and we will not be able to consider applications received after the deadline. We strongly advise you to apply well in advance of the deadline and ideally during working hours so we can help you if there are any technical issues.

If you would like to request the application form or this document in an alternative format, please email Grace Bailey: Grace.Bailey@SoundAndMusic.org

We are hosting a drop-in Information Session about the role on Wednesday 25 February 2026 at 10 am, open to anyone who is interested in the role. Our Head of Programmes will outline the recruitment process and will be available to answer any questions about the process or the role. [Sign up to our information session here](#).

If you can't join the above session or would like to have an informal chat about the role, please email Laonikos Psimikakis Chalkokondylis, Head of Programmes (Laonikos.PC@SoundAndMusic.org) to arrange a short phone or Teams conversation.

For any other questions, or to let us know of any reasonable adjustments we can make to the application process or interviews, please contact Sally-Ann King at Reality HR (Recruitment@RealityHR.co.uk).

What happens next	Date and time
Drop-in information session (<u>online</u>)	Wednesday 25 February 2026, 10–11 am
Application deadline	Sunday 8 March 2026, 23:59 UTC
Interviews – 1 st round (online or in-person)	Wednesday 18 March 2026
Interviews – 2 nd round (online)	Thursday 26 March 2026

Back cover
image

BULLYACHE
present TOM
© Genevieve
Reeves, 2023

Sound and Music



Sound and Music
Oxford House
Derbyshire St
London E2 6HG

If you have any questions, please contact us at: info@SoundAndMusic.org

soundandmusic.org