

JOB DESCRIPTION



ROUNDHOUSE

Job Title:	Music Programme Coordinator
Responsible to:	Music Programme Producer
Responsible for:	Freelance artists
External contacts:	Young people, artists, arts organisations, educational institutions and music industry partners.
Salary:	£24,000 pa

About the Roundhouse:

The Roundhouse's purpose is to enable young people to realise their creative potential and to offer audiences, of all ages, new and extraordinary experiences in live music, theatre, dance, circus, spoken word and new media.

The Roundhouse's Vision:

Our vision is to be a hub of outstanding performance and learning powered by great artists and young people.

MAIN PURPOSE OF POSITION

With the Music Programme Producer, devise and deliver a coherent, dynamic and ground-breaking programme of music projects, workshops, projects, masterclasses and performances for young people aged 11-25yrs, as part of the Roundhouse Creative Programme including evening, weekend and holiday activity.

Assist on major productions, festivals and projects led by the Music Programme Producer, and work closely with the wider Music Team, including Trainee Assistant Producers, to ensure a consistent offer for all young creatives at Roundhouse.

MAIN DUTIES AND RESPONSIBILITIES

Creative Programme

- To coordinate and deliver the core Creative Programme for 11 – 25s in the area of Music, ensuring wide participation across a range of activity for all levels from beginners to advanced including public performances both on and off site
- To work with the Music Programme Producer to develop the overall strategy for the Creative Programme within Music including instrumental, vocal and digital projects
- Recruit and line manage artist tutors, and when appropriate, bring in industry professionals and coordinate high level masterclasses
- To work closely with other Coordinators to plan and deliver the Creative Programme across all art forms (Performing Arts, Street Circus, Music, and Broadcast and New Media)
- Liaise closely with the Youth Policy and Engagement Team to ensure clear progression, signposting and pastoral support, and that the Music Programme is strategically embedded within schools and community programmes
- To build partnerships and relationships with outside organisations in order to strengthen the Creative Programme and create opportunities for young performers
- To work with the Assistant Producer Trainees to support the Resident Artist Programme within music, including relationship building, signposting and, when appropriate, coordination of performances by Roundhouse collectives

- To work closely with the Programme Producer to manage project budgets, reporting back with accurate costings
- To liaise with other members of Roundhouse staff in relation to music-related projects
- To feedback to members of the Programming, Operations, Production and Technical teams about projects and events to ensure that all music activities are managed within the context of the whole Roundhouse Programme
- To gather feedback, case studies and monitoring data from young people, artists and partners to ensure learning outcomes are captured and standards of quality are maintained across the programme. This will be part of the development and implementation of an evaluation framework for the Creative Programme and Resident Artist Programme
- To provide up to date information, including evaluation and monitoring data, to the Development Team for funding applications and to assist with writing funding applications as required
- With the other Coordinators to develop a framework that includes young people in the development of the Creative Programme

Public Performance

- Coordinate and manage public performances, sharings and showcases by young people in the Roundhouse, at other external venues and festivals including cross arts collaborations for young performers across all art forms both nationally and internationally
- Support the Music Programme Producer in the planning and delivery of Roundhouse Rising Festival and related activity
- Develop the Studio Theatre as a performance space for events programmed by young artists. Support the Music Programme Producer to deliver major professional productions that involve young artists
- Link young performers into Main Space and Development activity and foyer performances

Marketing, Community and Sales

- Work with the Marketing Team to develop recruitment and audience development strategies for the Creative Programme
- With the Artist Tutors, to prepare marketing materials for the Creative Programme brochure
- Link off-site performances and external partners to marketing campaigns and strategies

General

- To be committed to putting young people at the heart of everything we do
- To promote and comply with current legislation and the Roundhouses policies on Equality, Diversity and Health & Safety both in the delivery of services and the treatment of others
- To promote, develop and comply with our policies and practices to lessen the environmental impact of the Roundhouse
- To be responsible for identifying and undertaking training and personal development to meet business needs
- To undertake any other reasonable duties, commensurate with the level of the post so as to ensure the smooth running of the Roundhouse

REVIEW ARRANGEMENTS

This job information cannot be all encompassing. It is inevitable over time that the emphasis of the job will change without changing the general character of the job or the level of duties and responsibilities entailed. Consequently, this information will be periodically reviewed, revised and updated in consultation with the post holder to reflect appropriate changes.

PERSON SPECIFICATION

Essential

- Experience of coordinating and leading varied programmes of music for young people in the non-formal and/or formal education sectors
- Experience of coordinating a range of performance opportunities
- Budget management
- Knowledge and understanding of the music industry and the cultural education sector
- Excellent organisational and administration skills
- Experience of working in a team
- Excellent written and verbal communication skills
- Willingness to work collaboratively across art forms

Desirable

- Experience of working in culturally diverse settings
- Understanding of and commitment to Equal Opportunities and diversity
- Confident user of Microsoft Office Packages.
- Knowledge of Tessitura database system
- Understanding of and commitment to the use of digital technologies in creative education
- Experience of carrying out evaluation and monitoring of youth arts programmes

Conditions

Contract: Permanent

Hours: 40 hours per week. The post will involve working some unsocial hours.

Annual Leave: The annual leave year runs from April to March, and you will be entitled to 25 days pro rata per annum plus bank holidays.

Notice Period: 1 month