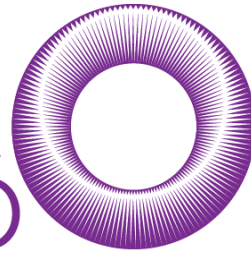


MUSIC IN THE ROUND



INFORMATION PACK for PARTICIPATION & EVENTS COORDINATOR



Deadline for applications

9.00am Wednesday 30 June 2021

Interviews w/c 5 July

Music in the Round is an Equal Opportunities Employer

We want our workforce to be representative of all sections of society and actively welcome candidates who are currently under-represented in the arts: anyone with a Black, Asian or ethnically diverse background, who self-identifies as LGBTQIA+ and/or self-identifies as disabled.

Music in the Round

Music in the Round is the leading national promoter of chamber music. Our aim is to bring people and music closer together through performance and participatory activity characterised by passion, excellence and proximity. Founded in Sheffield in 1984 by Peter Cropper, leader of the Lindsay String Quartet, Music in the Round now runs a year-round programme of events in venues across South Yorkshire and the rest of the country, reaching over 25,000 people annually. In 2005 we established a world-class 11-piece group, Ensemble 360, who are our resident musicians and are at the heart of all our events on- and off-stage. A highlight is our annual nine-day Sheffield Chamber Music Festival, which takes place in the unique surroundings of the Crucible Studio in May and we are also known for our extensive Learning & Participation (L&P) programme, which reaches around 10,000 children and young people each year. Music in the Round is an Arts Council England National Portfolio Organisation and is supported by Sheffield City Council.

As well as attracting high quality artists to Sheffield, such as Steven Osborne, Tasmin Little, Fay Hield and our singer-in-residence Roderick Williams, we look to build on burgeoning collaborations with Leeds Lieder, the Royal Philharmonic Society and YCAT to expand our profile and reach across the north and nationally. There are plans for even closer relationships with Sheffield Music Education Hub, Sheffield Music Academy, Create Sheffield and other youth and community music organisations, as well as developing partnerships with local promoters and arts organisations, as we aim to inspire people of all ages and turn Sheffield into a city of half a million music makers.

Participation & Event Coordinator

Key Qualities

The Participation & Events Coordinator is a role that has evolved from focusing mostly on activity on schools and with families, to one that is involved in creating and presenting events for a range of audiences. This is due to a recent shift in expanding our programme of activity that goes beyond the concert hall, complementing the performances with events that enable people of all ages and backgrounds to get closer to the music. The person who is recruited will join us at an exciting time as we focus on fully integrating all our strands of activity in the concert hall and local communities in partnership with venues and organisations in Sheffield.

This role requires someone who has concert or similar event management experience, whether paid or voluntary. It requires working with schools, teachers, volunteers, children and young people, so a knowledge of how schools operate within their academic timeframes and safeguarding policies and requirements is desirable. An immaculate attention to detail is needed to ensure correct information is distributed, as are excellent written and verbal communication skills and a proficiency with computers and data input.

We are looking for someone who is enthusiastic and cheerful, able to work both within a small team and to take responsibility for their own projects. We would like to see a willingness to be prepared to take a hands-on approach to the practical aspects of event management, and to step up when working under pressure. This role requires working with volunteers and leisure-time music-makers as well as professional musicians, so an open, collaborative approach to working is welcomed. A person who is flexible and adaptable, with patience and a sense of humour, will fit in well to our small team and be made to feel very welcome.

Job description

Key Responsibilities

To deliver Music in the Round's Learning & Participation (L&P) programme of activity in Sheffield and associated events. This includes being involved with the planning and delivery of projects and events, coordination of volunteers and liaising with schools across the city, Sheffield Music Hub, Sheffield Music Academy and similar organisations. Reporting to and working closely with the Head of Programmes, and liaising with the L&P Producer, Programme Manager, Sheffield, and Ensemble 360, the role includes:

- Delivering and contributing to the planning of activity in Sheffield, working with the Head of Programmes and Programme Manager, Sheffield, to create exciting projects and events to engage people of all ages, from babies and toddlers to students and members of U3A groups
- Leading on and contributing to, as appropriate, the promotion of L&P activity with schools, youth groups, family concerts and adult events
- Supporting the development of and maintaining productive relationships with local stakeholders and partners, including youth organisations, EY settings, Create Sheffield and Sheffield City Council
- Liaising with musicians and any other freelance artists involved in the L&P programme in Sheffield
- Reviewing and developing the Sheffield programme of activity with the Head of Programmes, Programme manager, Sheffield, and L&P Producer
- Administrating the budget for the Sheffield programme of projects and events, in liaison with the Head of Programmes and Programme Manager, Sheffield
- Contributing to the planning and delivery of the long-term L&P Plan and MitR Business Plan

Duties

Sheffield

- Contribute to the planning of and deliver year-round activity in Sheffield, including concerts, projects, workshops, training and any other events created by the Head of Programmes and Programme Manager Sheffield, including logistical arrangements for participants and musicians
- For L&P events, confirm arrangements with and send out schedules for artists, musicians, venues and any other relevant parties, drafting contracts or agreements as required (in consultation with the Head of Programmes) and being the first point of contact for any subsequent enquiries
- Act as the point of contact for all school liaison, taking the lead on all incoming enquiries and bookings concerning work in Sheffield-based schools.
- Consult and liaise with colleagues and practitioners about bookings and make arrangements for activity (such as workshops or INSET sessions) in schools as required
- Source, produce and distribute any materials and resources, including music, needed for workshops or other events as required by artists, musicians, participants and promoters
- Organise and source materials and personnel for foyer activities, such as displays, merchandise for family/schools' concerts and pre-concert performances from local music groups
- Manage Sheffield events on the day, including workshops, events, concerts and projects
- Manage and deliver INSET and other training sessions in Sheffield

Arts Award and Artsmark

- Support offers to and discussions with young people, schools and providers to encourage participation in both schemes as appropriate
- Liaise with Create Sheffield and other partners to deliver projects that contribute to Arts Award

Marketing and Audience Development

- Liaise with the Marketing & Communications Manager regarding any ticketing requirements
- Coordinate promotional materials, including flyers, leaflets, copy and images, in liaison with the artists and Marketing & Communications Manager
- Support and contribute to the advertising of L&P events in Sheffield
- Contribute to the updating of website content and social media posts
- Ensure participants, schools and other relevant parties are all added to mailing lists and MitR's CMS (Salesforce) and records kept as appropriate

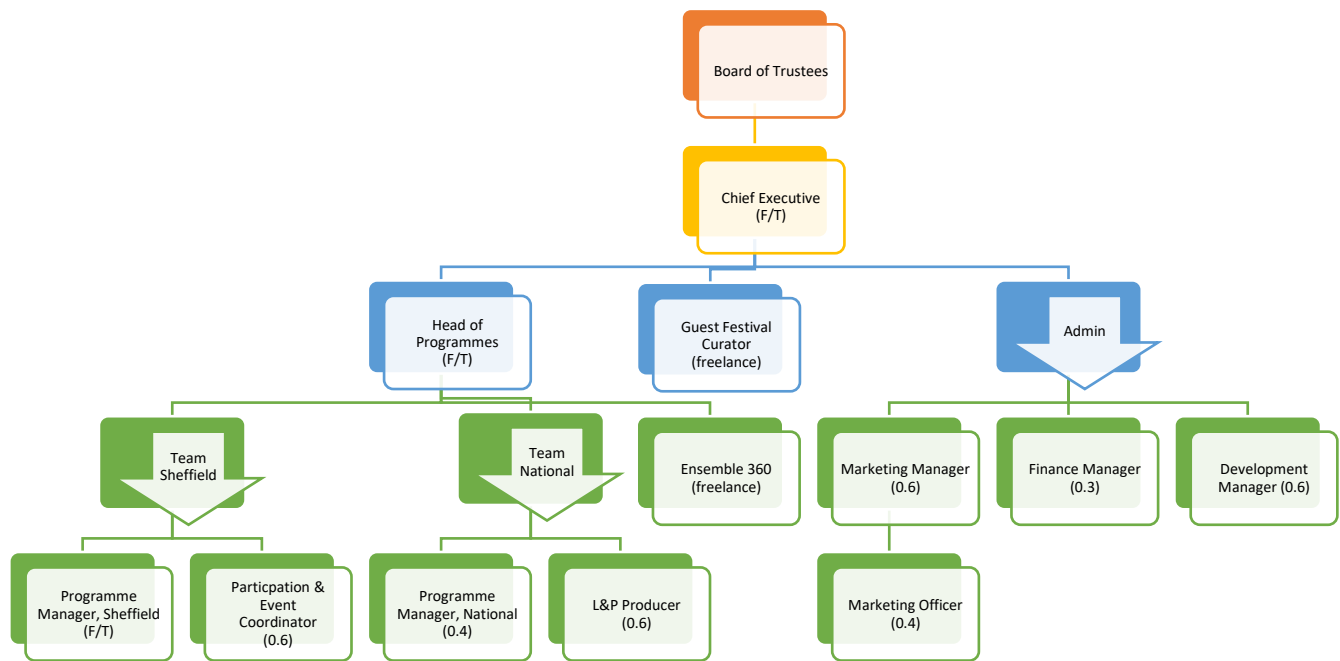
Volunteers

- Lead MitR's volunteer programme in Sheffield, in consultation with the Programme Manager, Sheffield, to ensure all events are manned appropriately.
- Take the lead on recruiting new volunteers, especially university students
- Communicate with volunteers regarding their enrolment, attendance at events, and relevant training and support for their roles at MitR events
- Record all volunteer engagement and collect equal opportunities data for reporting as required

Other duties

- Prepare evaluation forms and gather, collate and provide accurate data for reports to funders, in liaison with the L&P Producer and Head of Programmes
- Keep the Ensemble 360 schedule regularly updated with L&P events
- Carry out risk assessments for activities as required by venues and funders
- Organise refreshments for participants and workshop leaders as required
- Check DBS status of all relevant musicians and staff and undertake further DBS proceedings if required in advance of any activity taking place
- Check a First Aid qualified person is in attendance at events, and undertake First Aid training if required
- Play an advocacy role by representing MitR at relevant external and internal meetings
- Undertake general office duties, including responding to enquiries, filing and archive maintenance
- Participate in team meetings and Board meetings, playing a part in the development of Music in the Round with the staff team
- Observe and act positively upon the equal opportunities policies of MitR and observe all Health and Safety regulations in concert and other event venues
- Be familiar and comply with relevant policies and procedures including, but not limited to: Risk Management, Data Protection, Safeguarding, Financial Regulations of MitR and Disability Discrimination Acts
- Undergo relevant training and development as identified in annual self-appraisal
- Any other duties that may reasonably be expected

Team Structure



Salary

This is a part-time permanent position of 3 days per week.
The salary for this role is £12,600 per annum (£21,000 FTE).

Base

The post will be based at the company's office in Sheffield Central Library with flexibility around home working.

Holiday

17 days per annum including public holidays, rising to 20 days after two years in post.

How to Apply

- **Send a copy of your CV** (maximum 2 pages) **and a covering letter** (maximum 2 pages) detailing why you are a suitable candidate for the job with reference to the Job Description to Edward Mackay, Head of Programmes: edward@musicintheround.co.uk

OR

- **Send a video** of no more than 3 minutes in length detailing why you are a suitable candidate for the job with reference to the Job Description to Edward Mackay, Head of Programmes: edward@musicintheround.co.uk

AND

- **Complete the online Equal Opportunities Monitoring Form** and confirm you have done so when submitting your application: <https://forms.gle/rnzLq8k5jT7Y3W5T6>

For a conversation about the role, please contact Edward Mackay edward@musicintheround.co.uk

Deadline: 9am, Wednesday 30 June 2021. Interviews w/c 5 July