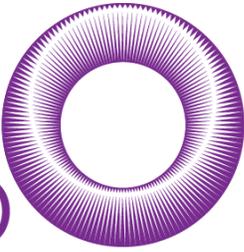


# MUSIC IN THE ROUND



## INFORMATION PACK for PROGRAMME MANAGER, NATIONAL



**Deadline for applications**

**9.00am, Tuesday 5 July 2022**

*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: people of colour, and/or anyone who self-identifies as LGBTQIA+ and/or self-identifies as disabled.

## Feedback and endorsements for Music in the Round

***“Music in the Round has revolutionised the way we listen to music”***

Sean Rafferty, BBC Radio 3, In Tune

***“Music in the Round is a huge success story and one of the most inspiring festivals in the country.”***

John Suchet, Classic FM

***“What we treasure so much about this venue, and this organisation, is that everyone is welcome ... everyone is important...it truly is a unique gem of the UK Classical Music scene....”***

Marmen Quartet

***“For a booster shot of cultural optimism there’s always Sheffield. Packed all around [Ensemble 360] was an audience whose youth and diversity outstripped the most fevered imaginings of an Arts Council equality commissar.”***

The Spectator

***“I was impressed with every aspect of the event, especially with the talk, which was so very interesting and inspirational, pitched at exactly the right level for us and delivered so engagingly. The performances themselves were magnificent too.”***

U3A Music Appreciation Group audience member

***“The kids all had a great time - for many it was their first trip to a theatre. Everyone, staff and kids, were on a high heading back to school afterwards. We especially liked getting to meet the orchestra afterwards and hearing the instruments up close”***

Teacher, Sheffield

Crucible Studio Theatre, Sheffield



## Background

Music in the Round (MitR) was established in Sheffield in 1984 by Peter Cropper and the renowned Lindsay String Quartet, who pioneered the idea of music performed and listened to 'in-the-round'. When The Lindsays retired in 2005, we formed Ensemble 360, a group of 11 highly talented musicians who are at the core of all our activity. We are now the leading national promoter of chamber music, presenting hundreds of events in partnership with venues across the country to thousands of people of all ages, particularly in areas where there is little provision of professional live classical music, including Doncaster, Barnsley, Portsmouth and Barking & Dagenham. A highlight is our annual nine-day Sheffield Chamber Music Festival in the Crucible Theatre each May, as well as activity across the city in unusual venues. 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 (NPO) and is supported in kind by Sheffield City Council.

Our mission has always been to 'get people closer to the music'. Audiences do this by experiencing live music while seated in the round; musicians introduce themselves and the music they're playing; and we also provide contextualising talks, participatory events and online resources as part of our programme. Although 'in the round' is defined through the physical arrangement of the audience sitting around the musicians, just a few metres away from amazing artists playing spine-tingling music with their heart and soul, fundamentally it is about connecting people to each other through music in a way that lives on long after the event.

As well as attracting high quality artists to Sheffield, including Stephen Hough, Elaine Mitchener, Craig Ogden, Rachel Podger and our singer-in-residence Roderick Williams, we are currently building on burgeoning collaborations with the Royal Philharmonic Society, Psappha, Leeds Conservatoire, Leeds International Piano Competition, Young Classical Artists Trust and the Royal Over-Seas League to expand our profile and reach across the north and nationally. We are a partner in the current plans to turn a disused building in the centre of Sheffield into Harmony Works, which will house the Music Hub, Music Academy and MitR, along with other organisations, creating a hive of musical activity right in the heart of the city.

## Programme Manager, National Overview

MitR is seeking a Programme Manager, National, who is passionate about what we do, and will join us at an exciting time as we focus on fully integrating all our strands of activity with venues around the country. We are looking to appoint someone who can develop excellent relationships with a wide range of venues, organisations, supporters and musicians. Intrinsic to the role will be getting to know, understanding the perspective of and liaising collaboratively with each of our current partner venues around the country, working with the Head of Programmes to nurture each of these partnerships through presenting inspiring concerts and Learning & Participation activity within their local communities. This position is also key to developing new relationships with concert venues, both those keen to expand their live chamber music programming through presenting concerts, and organisations looking to deepen and embed music-making in their local area.

We are looking for someone who is motivated, passionate and knowledgeable about music, with a deep commitment to diversity and inclusion in every aspect of our work, and a desire and ability to work collaboratively with a range of people and partners.

## Key Responsibilities

The Programme Manager, National, will manage MitR's national programme of activity, liaising with a growing number of venues across the country to deliver a range of concerts and participation events. Within South Yorkshire this includes closely overseeing our annual series of events in both Barnsley and Doncaster. Beyond, the role involves working with the Head of Programmes to devise, agree and implement a three-year plan of activity in partnership with and bespoke to each national venue, including collaborating with Music Hubs, schools, early years providers, healthcare and residential settings, local music-makers and other relevant organisations in each area as appropriate. Where appropriate, audience development plans will be created, in liaison with and supported by MitR's Marketing & Communications Manager.

## Job Description

### Programme Management, National

- Work with Ensemble 360 and the Head of Programmes to plan and programme concerts and events, in collaboration with the Sheffield programming team, providing information to artists and venues as required in a timely manner
- Be the first point of contact for and liaise with venues regarding programming and activity
- Perform concert management duties for the national programme
- Work with partners to identify and respond to potential opportunities in their area, and support relations with local community arts and music organisations
- Respond to requests from potential new venue partners
- Support the Head of Programmes with seeking out opportunities to expand our concert and Learning & Participation activity across the country to generate income for MitR

### Programme Management, South Yorkshire

- Liaise with Ensemble 360 and Cast in Doncaster to programme and deliver concerts, in consultation with the Head of Programmes, that support the audience development objectives of MitR in South Yorkshire outside of Sheffield
- Book Emmanuel Church in Barnsley for events and liaise with Barnsley Civic and other local arts organisations regarding marketing and promotional activity to support MitR's audience development
- Work with Head of Programmes in the delivery of Learning & Participation events
- Manage concert volunteers as required
- Perform concert management duties, attending concerts, as required
- Produce concert programmes as required

### Marketing & Audience Development

- Support MitR and venue marketing staff as appropriate in the creation and distribution of leaflets, copy for the website, social media and other materials so that each venue has all the marketing information required for them to successfully promote events
- Support the writing of copy for the MitR website, social media and Friends' newsletter for national concerts and other events

- Evaluate the success of concerts and events in liaison with venues, supporting audience research as required by Music in the Round or venue partners
- Collect and log final box office information for all events

### General Duties

- Issue monthly concert schedules to MitR staff and Ensemble 360 musicians, liaising with the Programme Manager, Sheffield, and Head of Programmes to ensure accuracy
- Participate in team meetings reporting on concert activity and contributing to forward planning and business development as required
- Undertake general office duties, including answering the phone, responding to general enquiries, filing and archive maintenance
- 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

In order to fulfil these duties, we anticipate that the successful candidate will be prepared to attend concerts and events in South Yorkshire and across the country on a regular basis, in liaison and as agreed with the Head of Programmes. Some evening and weekend work will therefore be required, and where appropriate TOIL will be accrued.

Schubert in Schools Project, 2019



## Skills and Experience

We are looking for someone with the experience of liaising with musicians and collaborating with a range of people from different backgrounds, who can demonstrate the following:

- an interest in classical music and contemporary music, and a willingness to promote and programme other musical genres such as folk, jazz and non-Western classical traditions as well as the music of under-represented composers
- some experience of delivering community projects with and for children, young people and/or older adults with people of all ages and abilities
- some experience of negotiating with agents, musicians and/or promoters
- the ability to assume a collaboratively creative role that deepens our relationships with current venues to enable better collaboration for concerts and community events
- the ability to research and investigate potential opportunities for MitR to present activity in more venues across the country, both income-generating and where a partner seeks to embed music-making deeper in their communities through outreach activity and audience development
- the ability to work collaboratively with the staff, members of Ensemble 360 and volunteers
- an understanding of the administrative and business needs of an arts organisation, including governance, fundraising and marketing /public relations
- an aptitude for good public and internal relations
- an appreciation of the need for and a commitment to audience development
- strong organisational skills so that everyone involved in an event receives all the information needed in an accurate and timely manner
- decent communication skills, both written and verbal, and robust IT skills

## Organisational Structure and Governance

### Board of trustees

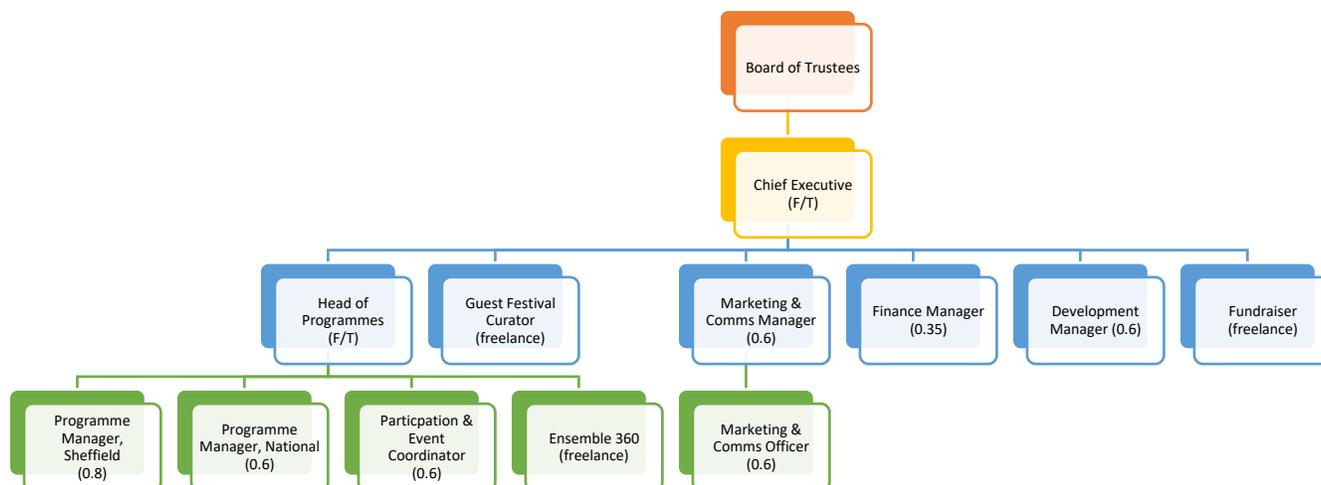
The board currently comprises 12 members. The trustees have a range of backgrounds and skills, including financial, music administration, law, working in community settings, academic research and social sciences. The current Chair, Jenny Dibden-Stevens, assumed the role in June 2022, and is a senior civil servant.

### Staff

Following the current round of recruitment there will be nine members of staff. Two members of staff are full-time and five are part-time. The Programme Manager, National, will report to the Head of Programmes. As well as recruiting this role, we are also recruiting for a Communications Officer.

The staff is formed into two programming and event teams, one of which is responsible for activity based in Sheffield, and one responsible for activity in South Yorkshire and around the country. They are supported by the administration team.

From autumn 2022 the MitR team structure will be:



## Salary

This is a part-time permanent position of 21 hours per week (0.6).

The salary for this role is £24,480 FTE per annum (14,688 pro rata 0.6 FTE)

## Office base

The post will be based at the company's office: Music in the Round, 4th Floor, Sheffield Central Library, Surrey Street, Sheffield S1 1XZ. There is flexibility around home working; however, this role collaborates with many other members of staff, so it is preferable that as much time as possible is spent in the office each week.

## Holiday

17 days per annum, including public holidays (28 pro rata), rising to 20 days per annum after two years in post (33 pro rata).

## How to Apply

- Send a copy of your CV and a covering letter (maximum 2 pages) or a video application (maximum three minutes) detailing why you are a suitable candidate for the job with reference to the Job Description to [edward@musicintheround.co.uk](mailto:edward@musicintheround.co.uk) by the deadline
- Complete an online Equal Opportunities Monitoring Form as part of your application, details of which will be sent to you upon submitting your application
- For a confidential conversation about the role, please contact Chief Executive Jo Towler on [jo@musicintheround.co.uk](mailto:jo@musicintheround.co.uk) or call 07971 574264.

**Deadline**

**9.00am, Tuesday 5 July 2022**