



**INFORMATION PACK for
NATIONAL PROJECTS MANAGER
(maternity cover)**



Deadline for applications

9am, Friday 27 January 2023

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 Playhouse, Sheffield



Background

Music in the Round is the leading national promoter of chamber music, presenting hundreds of events around the country each year. Established in Sheffield in 1984 with the pioneering idea of performing music 'in-the-round', our resident group is Ensemble 360, a group of 11 highly talented musicians who are at the core of all our activity. We work in partnership with venues to reach 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 engages 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, 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, Brass Bands England and us, along with other organisations, creating a hive of musical activity right in the heart of the city.

National Projects Manager (maternity cover)

Overview & Responsibilities

Music in the Round (MitR) is seeking a National Projects Manager (maternity cover), who is passionate about what we do and is keen to be part of our aim of fully integrating all our strands of concert and L&P activity with venues around the country. We are looking to appoint someone who will work with the Head of Programmes to coordinate our national programme of events, maintaining and developing excellent relationships with a wide range of venues, organisations, supporters and musicians. Collaborating with our current partner venues around the country, this role is about nurturing each one of these partnerships through presenting inspiring concerts and L&P activity within their local communities. It is key to maintaining strong relationships with venues and promoters, both those keen to expand their live chamber music programming through concerts, and organisations looking to deepen and embed music-making within their local communities.

This includes closely overseeing our annual series of events in Barnsley and Doncaster, as well as working with the Head of Programmes to deliver against a plan of activity in partnership with and bespoke to each national venue, collaborating with Music Hubs, schools, early years providers, healthcare and residential settings, local music-makers and other relevant organisations in each area as appropriate.

Job Description

National Projects Manager

- Be the first point of contact for and liaise with venues regarding programming and activity
- 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 L&P activity across the country and generate income for MitR
- Liaise with Ensemble 360 and the Head of Programmes to plan and programme concerts and events, in collaboration with the Sheffield programming team, providing accurate information to artists and venues as required in a timely manner.

Programme Management, Yorkshire

- Oversee the concert programme in Doncaster, Barnsley, Goole and other Yorkshire locations, liaising with promoters, Ensemble 360 and other musicians, as well as engaging freelance concert managers as required to deliver the programme, ensuring everyone involved is properly briefed and resourced in advance
- Work with Head of Programmes and Events & Participation Coordinator in the delivery of L&P events
- Manage concert volunteers as required in venues, especially Barnsley
- 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 MitR or venue partners
- Collect and log box office information for all national 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

Some evening and weekend work will be required, and where appropriate TOIL will be accrued.

Skills and Experience

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

- excellent administrative and project management skills and the ability to hit the ground running, picking up an existing programme, maintaining and developing it
- some experience of planning and administering 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

There are currently nine members of staff. Two members of staff are full-time and seven are part-time. The National Coordinator will report to the Head of Programmes.

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 Yorkshire and around the country. They are supported by the administration team.

Salary

This is a part-time fixed-term position (ending on 28 February 2024), with some existing concert management responsibilities being partly being covered through freelance support. It is being advertised at 17.5 hours per week (0.5), though we are open to discussing flexible working patterns and alternative options.

The salary for this role is £24,480 FTE per annum (£12,240 pro rata 0.5 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.

Holiday

14 days per annum, including public holidays (28 pro rata).

How to Apply

- Send a copy of your CV AND EITHER 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 by the deadline
- Complete an online Equal Opportunities Monitoring Form as part of your application
- For a confidential conversation about the role, please contact Chief Executive Jo Towler on jo@musicintheround.co.uk or call 07971 574264.

Deadline

9.00am, Friday 27 January 2023