



INFORMATION PACK for WECOMPOSE PROJECT COORDINATOR



Deadline for applications

**10.00am Friday 31 July 2026
Interviews w/c 3 August 2026**

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 Global Majority background and/or someone who self-identifies as LGBTQIA+ and/or disabled.

Music in the Round

Music in the Round is the leading national producer of chamber music, with a year-round programme of hundreds of events for people of all ages. For over 40 years we have been bringing people and music closer together through our friendly 'in the round' performances. We present concerts and the Sheffield Chamber Music Festival each year at our home venue, the Crucible Playhouse, as well as activity across the city and in partnership with venues around the country. We connect people to music by presenting music in intimate venues, with amazing artists playing spine-tingling music, often accompanied by lively spoken introductions.

Our resident group, Ensemble 360, comprises 11 of the finest chamber musicians in the country, and is at the heart of our activity. Alongside them we present world-class guest musicians and outstanding young artists at concerts, as well as free or low-cost participatory events led by high-quality workshop leaders and educators. Each year we reach around 25,000 people, from Goole to Portsmouth via Barnsley and Milton Keynes. We are also known for our extensive Learning & Participation (L&P) programme, which reaches around 10,000 children and young people each year. We currently also have a Visiting Quartet, the Consone Quartet, specifically to undertake activity in schools and inspire string playing in Sheffield and South Yorkshire, until the end of 2028.

As well as attracting high quality artists to Sheffield, including Nigel Kennedy, Dame Evelyn Glennie, Steven Isserlis, Jasdeep Singh Degun, Catrin Finch, Julian Joseph and our singer-in-residence Roderick Williams, we work with a range of national organisations to expand our national profile and reach. We are a partner of Harmony Works, due to open in early 2028, which will house Sheffield Music Service, Music Academy, Brass Bands England and other organisations, creating a hive of musical activity right in the heart of the city.

WeCompose Project Coordinator

Key Qualities

The Project Coordinator will lead on the logistics of trainings, concerts, in-school visits from composers and musicians, and culmination events. The role will be the central point of contact for sharing project materials, schedules, briefing notes, event plans and managing the process of feedback on student's compositions, which are then collated, compiled, edited and shared as scores and recordings.

This role requires someone who has experience of running in-school music education projects or similar and is passionate about delivering excellent projects for young people who may have limited experience of high quality music-making. It requires working with schools, teachers, volunteers, children and young people, so some knowledge of how schools operate within their academic timeframes and safeguarding requirements is needed. Exceptional attention to detail and first-class administration skills are needed to ensure correct information is distributed, along with 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 within a small team and to take responsibility for their own projects. With a passion for music education, 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. The ability to read music will be an advantage, as will using Sibelius and other notation software and experience with Digital Audio Workstations. Being able to drive with access to a car is desirable.

This role requires working face-to-face and by phone and email with teachers, composers and professional musicians, so an open, collaborative approach to working is welcomed, especially someone who can be comfortable shifting rapidly and responsively between different groups and their needs. A person who is flexible and adaptable, with patience and a sense of humour, will fit in well to our team and be made to feel welcome.

Job description

Key Responsibilities

The WeCompose Project Coordinator leads on the practical administration on WeCompose, our transformative in-school composition project that operates in multiple regions across England. This includes being the main project contact and overseeing the scheduling and delivery of the project and the training, events and the in-school sessions through which it is delivered. Working closely with the Head of Programmes, who directs this project, and the Composition & Creativity Coordinator, who is the educational lead and focuses on teaching and learning and the role of in-school composers, the role includes:

- Planning the practical delivery of WeCompose in academic years, working with the Head of Programmes and Composition & Creativity Coordinator to distribute work and coordinate delivery in schools and beyond over the life of the project
- Managing the schedules of schools, composers and ensembles
- Supporting and contributing to the recruitment of schools and composers as needed
- Supporting the development of and maintaining productive relationships with stakeholders and partners, including Music Services and Hubs, Multi Academy Trusts, venues, ensembles, teachers, composers and musicians, communicating appropriately, promptly and professionally
- Administrating the project budget for WeCompose, in liaison with the Head of Programmes, and recording income and expenditure and processing invoices

Duties

Activity administration

- Contribute to the planning of and deliver year-round WeCompose activity including concerts, projects, workshops, training and any other events, including logistical arrangements for schools, trainers, composers, participants and musicians (approx. 30 schools in eight towns and cities)
- Confirm arrangements 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 WeCompose
- 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
- Manage WeCompose events on the day, including training, workshops, events, concerts and projects, in partnership with schools and venues across the country
- Manage the flow of work produced by young people, ensuring that online systems are regularly updated, materials are shared in a timely manner, and all editing, printing and sharing of scores and other musical materials is completed.
- Undertake professional audio recording of young people's compositions using Music in the Round equipment, and keep diligent records of audio recordings, editing and distributing as appropriate. N.B. prior audio experience is desirable but not required, and training in our simple systems will be provided.

Workforce administration

- Act as the first point of contact for the pool of freelance composers and musicians and ensure all workshops and events are staffed appropriately as directed by the wider team, with expectations and schedules communicated with precision and clarity
- Managing the schedules of composers and ensembles
- Administer the recruitment of new composers, in collaboration with the Head of Programmes and Composition and Creativity Coordinator
- Record all activity and collect educational and equal opportunities data for project administration and reporting as required

Other duties

- Prepare evaluation forms and gather, collate and provide accurate data for reports to funders, in liaison with the Head of Programmes
- Update the relevant reporting platform for ACE with data of all WeCompose events as required
- Keep the Full Concert Schedule regularly updated with WeCompose events, in coordination with the Sheffield Programme Manager, National Project Manager and Head of Programmes
- Carry out risk assessments for WeCompose activities as required by venues and funders
- Organise refreshments for musicians and workshop leaders as required
- Check the DBS status of all relevant musicians and staff and undertake further DBS proceedings if required in advance of any activity taking place, ensuring that all work is delivered in line with Music in the Round's safeguarding policy supporting the Head of Programmes in the broader safeguarding of our work
- Check a qualified First Aider is in attendance at events, and undertake First Aid training if required
- Undertake general office duties, including responding to enquiries, filing and archive maintenance
- Participate in team meetings and advocate for Music in the Round in any external meetings
- Observe and act positively upon the equal opportunities policies of Music in the Round 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, the policies in Music in the Round's Governance document
- Undergo relevant training and development as required or identified
- Any other duties that may reasonably be expected

Salary

This is a fixed-term contract ending 31 July 2028, offered on a part-time basis of either 21 hours (3 days) or 28 hours (4 days) per week depending on candidate preference, with the possibility of extension, subject to funding. Please let us know your preference of hours when you apply.

The salary for this role is FTE £24,633 per annum.

Base

The post will be based at the company's office in Sheffield Central Library with flexibility around home working. At busy points of delivery, this role will involve travel around the country to support events.

Holiday

The Employee is entitled to the equivalent of four weeks of paid leave per annum, plus public holidays on a pro rata basis and when the office is closed between Christmas and New Year.

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

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