

Live Music Now SE Projects Manager: Job Description

Post	MATERNITY COVER Projects Manager, Live Music Now South East Branch
Salary	£25,000-£27,000 pro rata
Job type	Part-time: 22.5 hours (3 days) per week. Fixed-term contract for 6 months, with possibility to extend up to 12 months. We will consider requests for flexible working on hiring.
Starting	Tues 29 Jan 2019
Location	This is an office-based position, currently at King's Place Music Base, 90 York Way, London N1 9AG.
To Apply	Please send CV and covering letter to jobs@livemusicnow.org.uk by 5pm Friday 7 Dec 2018 . Please include the names and contact details of two referees who are in a position to comment on you professionally, with a brief indication of how long and in what capacity they have known you (referees will not be contacted before interview).
Shortlist notification	Friday 14 Dec 2018
Interviews	Wednesday 19 Dec 2018
Notification	We regret we are unable to acknowledge receipt of applications. If you have not heard from us within two weeks of the closing date, please assume your application has not been successful on this occasion.
	Live Music Now is committed to being an Equal Opportunities employer and as such we actively encourage applications from LGBT (lesbian, gay, bisexual and transgender) people, people with disabilities and people from black, Asian and minority ethnic backgrounds.

1) Live Music Now

Live Music Now (LMN) is a UK-wide music outreach and musicians' development scheme, established by Yehudi Menuhin in 1977.

The organisation aims to:

- bring live music of the highest quality to those for whom access to its benefits is normally restricted, focusing on:
 - **Wellbeing**: particularly **older people**, including those living with dementia
 - **Special Educational Needs**: particularly **children**
- support the professional development of musicians at the outset of their careers, ensuring the highest quality of delivery through a rigorous selection and training process.

The organisation works with around 320 individual musicians (200 ensembles average) per year, organising around 3,500 participatory performances and workshops throughout the UK. In total, these performances amount to approximately 5,500 musicians' performance opportunities.

2) Organisational Structure

Live Music Now operates throughout the UK, with English branches covering London/South East, South West, North West and North East and national branches covering Northern Ireland, Scotland and Wales.

A team of Strategic Directors leads the development of LMN's work in the areas of Wellbeing, SEN and Musicians' Development, delivered through the branch network across the UK. Each branch is run by a Director who reports to the national Executive Director. In turn the Executive Director reports to the Chairman and Board of Governors of the scheme.

Live Music Now South East is the largest of the English branches, with over 100 musicians in 49 ensembles currently enrolled on the scheme, managed by a part time staff team of two – the Branch Director and Projects Manager - with support from LMN UK. We deliver over 500 performances and workshops every year in a variety of settings; care homes, special schools, hospitals, mental health settings and community day centres. We have pioneered projects with refugees, people living with mental health issues, and very young children with additional needs.

This post is the ideal opportunity for a dynamic individual to gain invaluable experience in all aspects of music outreach as well as developing and supporting some of the finest young musicians in London.

3) Main duties & responsibilities

Working closely with the South East Branch Director, to achieve the following:

Project Management

- Fixing musicians for one-off concerts and bought-in performances for a variety of venues;
- Undertaking the management of large-scale and longer term projects and residencies, including managing project delivery budgets;
- Entering events onto the database and generating contracts, schedules and feedback forms for musicians and venues on a project-by-project basis;
- Visiting venues to observe project activity;
- Working with the Branch Director and relevant Strategic Director to ensure appropriate monitoring and evaluation procedures are implemented;
- Liaising with venues over documentation of activities by photography, film and audio in consultation with relevant LMN staff, and ensuring appropriate consent is in place;
- Co-ordinating CPD and planning meetings relating to projects;
- Preparing reports as required both for internal and external use;
- Collating project information, images and quotes for regular SE updates on LMN's website/social media news. Drafting news stories.
- Researching funding opportunities and writing applications with support from the Branch Director

Administration & Office Management

- Acting as first point of contact for enquiries coming into the branch
- Soliciting feedback/evaluation from venues, participants and musicians and entering onto database/survey software as required;
- Keeping contact details, for musicians, advisory group and venues up to date on the database;
- Updating the concert diary of all LMN SE activity and online office diary;
- Responsibility for maintaining office management such as filing and post;
- Booking rooms for committee meetings, training etc as required;
- Management of equipment held in the London office which is loaned out to musicians: iPads, keyboard, percussion; dealing with maintenance of keyboards;
- Supporting the Branch Director to service the LMN South East Advisory Committee, providing them with regular updates on forthcoming activities;
- Attending and taking minutes at quarterly LMN Advisory committee meetings (sometimes scheduled in early evening).

Musicians Management

- Supporting the Branch Director to liaise with LMN SE's musicians, and support their involvement and development with us;
- Liaising with auditionees and organising performance observation prior to auditions; stewarding annual auditions in London;
- Managing DBS checks for all new musicians in line with LMN Safeguarding policy;
- Keep all musicians' database biographies and photos up to date in line with LMN Communications policy.

Additional Tasks

- Occasional attendance at events to provide front of house support or event management;
- Occasional deputising for the Branch Director at external events;
- Undertake any other duties as requested by the Branch Director, relevant to this post.

4) Terms & Conditions

The post is contracted on an employed fixed-term basis. The salary will be between £25,000-£27,000 pro rata per annum (based on experience) for 22.5 hours a week (3 days), and will be paid monthly, subject to any appropriate tax deductions.

- a) The appointment is subject to:
 - i) four weeks' notice of termination on either side;
 - ii) a probationary period of one month.
- b) Occasional evening or weekend work may be required. There is no overtime pay but time off in lieu may be arranged.
- c) The branch office is currently located in King's Place, King's Cross N1 9AG, though this may change within the next 6 months. The office will remain in London Zone 1.
- d) Live Music Now provides a pension scheme for all eligible staff, currently set as 1% of salary, which is matched by us.

5) Equal Opportunities

Live Music Now endeavours to be an Equal Opportunities employer. Live Music Now will promote the following basic rights for everyone associated with it:

- to be treated with respect and dignity

- to be treated fairly at all times

regardless of colour, race, age, nationality, gender, gender reassignment, marital status, disability, sexual orientation or religion or belief, and with consideration of needs for flexible hours and work patterns.

6) Access

If you would like to submit your application in another format we would be happy to accommodate this. Please contact the office on 020 7014 2829 or email emily.roberts@livemusicnow.org so that suitable alternatives can be discussed.

This job description is a guide to the work that you will be required to undertake and represents a range of responsibilities in line with the grade for the post. It is subject to change, and will be reviewed regularly.

LMN SE Projects Manager (Maternity Cover): Person Specification

	Essential	Desirable
Experience		
At least 3 year's experience in an arts organisation, including some experience of outreach/participation activity	x	
Experience of fundraising, including identifying funders, preparing written applications and reporting to funders		x
Skills/competence		
Proven organisational skills and the ability to juggle a varied and fast-paced work-load	x	
Efficiency in managing office systems with attention to detail	x	
Advanced IT skills (Excel, Office, PowerPoint, database)	x	
Good organisational and time-management skills, together with a good telephone manner	x	
Excellent communication skills, written and verbal, with a ready willingness to engage with a diverse range of partners	x	
Able to represent the organisation, communicate confidently, and to deputise for the Branch Director in her absence	x	
Finance		
Experience of managing and updating budgets	x	
Knowledge and approach		
An interest in the professional development of young musicians	x	
A passion for, and commitment to, the role of outreach music and its impact both on participants and musicians	x	
A sympathy with all styles of music and specialist knowledge in at least one.		x
An interest in social welfare and a strong commitment to the development of access to the arts for disadvantaged and disabled people.	x	
An understanding of health, social services or education sectors.		x
General		
Energetic, creative, entrepreneurial and committed	x	
Self-starting and ambitious, highly-motivated, able to set priorities, meet targets and work alone, while operating as part of a wider team under direction	x	
Clean driving licence		x
Able to remain calm under pressure and solve problems	x	